

# 15 Hour Word Processing Using WordStar



Anna Ruthven  
National Extension College



**15 HOUR  
WORD PROCESSING  
USING  
WORDSTAR**

**Anna Ruthven**

**National Extension College**

**Copyright © 1986 Anna Ruthven  
All rights reserved**

**ISBN 0 86082 758 5**

**Published by the National Extension College,  
18 Brooklands Avenue, Cambridge CB2 2HN**

**Typeset by Cover to Cover, Cambridge**

**Printed by NEC Print**

**Cover design by Robert Ruthven**

# About the author

Anna Ruthven is an experienced lecturer who has taught secretarial and business studies at polytechnic, further education and school levels in Britain and Australia. She has written other word processing books (see back cover), which are all available from the National Extension College.

## Acknowledgements

I would like to thank and gratefully acknowledge the tremendous amount of help and support I have received from the following people and organisations:

British Olivetti who kindly loaned me the Olivetti Personal Computer M24 to run Word Star on. In particular, I would like to thank Bob Garrett and Janet Miles at British Olivetti for not only loaning me the superb M24 but also for taking the time and trouble to set the computer up for me and demonstrate its capabilities. I was very fortunate in that I was loaned a system with hard disk, as well as double floppies, a 'mouse' and the Olivetti OPE DY 450 daisy wheel printer.

Micropro International who kindly loaned me the software for Word Star, Word Star Professional, Word Star 2000 and Easy. In particular, I would like to thank John Speller at Micropro for organising the loan of the software for me.

Robert Ruthven: I would like to thank Robert for his help with this book.

Nick Stead: I would also like to thank Nick Stead for his technical help with this project.



# Contents

	<b>Page</b>
<b>INTRODUCTION</b>	
<b>ELEMENTARY SECTION</b>	
<b>Section 1</b>	1
Start-up procedure, Opening Menu or No File Menu, naming your document, status line, Main Menu commands, ruler, cursor, inputting text, cursor control, scrolling, text editing – deleting, text editing – inserting and overwriting, reformatting paragraphs, abandoning a file, exiting (closing down), review of section 1, consolidation exercise.	
<b>Section 2</b>	16
Inputting text, editing your text, saving text, printing, retrieving a document, changing margins, inserting a heading, moving marked text, deleting a block of text, opening a new document, text editing, consolidation exercise, save and exit.	
<b>Section 3</b>	27
Underscoring a heading, linking paragraphs, save and print, dot command .OP, centring, underscoring with one continuous line, text editing, consolidation.	
<b>Section 4</b>	34
Emboldening and centring, revised text, indented paragraphs, double-line spacing, save and print, retrieving a document, consolidation exercises, review of exiting and starting-up procedure.	

**Section 5**

42

Consolidation exercise 1, revisions to text, unjustified text, return to justified text, consolidation exercise 2, save and continue, text editing, consolidation exercise 3, consolidation exercise 4, consolidation exercise 5, dot command .PL.

**INTERMEDIATE SECTION****Section 6**

54

Setting tab stops, cancelling a tab stop, clearing all tab stops, tabulation exercise 1, tabulation exercise 2, moving columns, deleting a column, column work consolidation, decimal tab stops, typing a table with decimal tabs, consolidation exercise, justifying a column of figures with the right hand margin, consolidation exercise.

**Section 7**

66

Creating a standard memo form, infilling a memo form, renaming a file, consolidation, creating a standard invoice form, retrieving a skeleton invoice.

**Section 8**

76

Examples of standard paragraphs/sentences, saving or 'writing' standard paragraphs, recalling or 'reading' standard paragraphs, consolidation.

**Section 9**

82

Inputting a standard letter, 'writing' your standard letter to file, 'reading' the letter from file, consolidation.

**Section 10**

86

Using the Find and Replace command, Find and Replace command sequence, Find and Replace options, using options, consolidation exercises in Find and Replace.

**Section 11**

95

Superscript, subscript, using superscript and subscript commands.



## **ADVANCED SECTION**

<b>Section 12</b>	<b>99</b>
Dot commands, exercises in pagination and use of headers and footers.	
<b>Section 13</b>	<b>111</b>
Mail Merge, variables, creating your standard letter, infilling with variables, multiple copies of a standard letter, consolidation, merging a letter with an address file, addressing envelopes, Conditional Mail Merge, Mail Merge consolidation exercises.	
<b>Section 14</b>	<b>135</b>
Running your spelling check program, to exit from spelling check, interruptions to spelling check, consolidation.	
<b>APPENDIX 1</b>	<b>141</b>
<b>Menus</b>	
<b>APPENDIX 2</b>	<b>147</b>
<b>Glossary of commands</b>	
<b>APPENDIX 3</b>	<b>152</b>
<b>Text editing symbols</b>	
<b>APPENDIX 4</b>	<b>153</b>
<b>Schemes of work</b>	
<b>INDEX</b>	<b>155</b>



# Introduction

This training book is aimed at the new Word Star or Word Star Professional user, either at the office or business training school, who wishes to use and understand the most useful features of Word Star and Word Star Professional as quickly as possible. This training book is not meant to be a substitute for the manual.

The book is self-pacing and self-teaching. If you only want to learn the basic start-up procedure and editing functions of Word Star then the elementary section will be sufficient for you. If, however, you want to cover a full range of business applications from text input to mail merge then you should work through the elementary, intermediate and advanced sections.

## General point

If you have a Word Star Professional package, you will be able to work through all the exercises. If you have a Word Star package check that you have the Mail Merge and Spelling Checker programs with your package. If you do not have these programs you will not be able to complete all the exercises in the advanced section of the book. However, if you are using Pocket Word Star on the Amstrad computer, Mail Merge is included in the package.

## Note to trainers

It will be most helpful for your trainees if you save on to disk the elementary section exercises. In this way your trainees can commence using Word Star functions straight away rather than having to input the exercise prior to using a function.

## Note to trainees

The following instructions for using the Word Star commands need some explanation:

### Example 1

PRESS: **CTRL** + **A**

This means press Control **CTRL** key and **A** key at the same time.

### Example 2

PRESS: **CTRL** + **Q** then **CTRL** + **S**

This means press Control **CTRL** key and **Q** key at the same time, followed by Control **CTRL** key and **S** key pressed at the same time.

## Note to Olivetti M24 users and other PC/DOS or MS/DOS users

PC/DOS and MS/DOS relate to the type of operating system your computer uses. PC/DOS means Personal Computer Disk Operating System. MS/DOS means Microsoft Disk Operating System. Word Star runs with CP/M (Control Program for Microcomputers) or DOS.

In addition to using the Word Star **CTRL** and QWERTY keyboard commands in order to carry out a Word Star function, DOS users will also be able to use function keys and the arrow keys.

# Elementary section

## Section 1

### 1.1 Start-up procedure

In order to complete this course, in addition to your computer hardware, you will also need to have:

- a Word Star word processing software package (disks) installed on your machine
- your own formatted disk on which you will save your files – known as your work disk.

**Note:** When you buy a disk it is blank and you have to format it in order to be able to use it. All disks have to be formatted to the pattern of the particular computer they are going to be used with. Formatting a disk can be compared with tracks being laid down on a record. You will have to refer to your computer's manual to see how to format a disk for your particular model.

Now:

- ▶ Make sure your computer has been switched on.
- ▶ Turn your attention to your screen (visual display unit) and keyboard.
- ▶ Start your computer.

Once you have the A prompt – A> – for floppy disk users, C prompt – C> – for hard disk users or similar signal from your computer letting you know that it is ready:

- ▶ TYPE: **WS**
- ▶ PRESS: **RETURN**

You should now be in Word Star and ready to start word processing.

**Note:** If your machine has not moved into Word Star you may have a different start-up command from the standard WS then **RETURN** . Check your Word Star manual.

## 1.2 Opening Menu or No File Menu

On your screen is the Opening Menu.

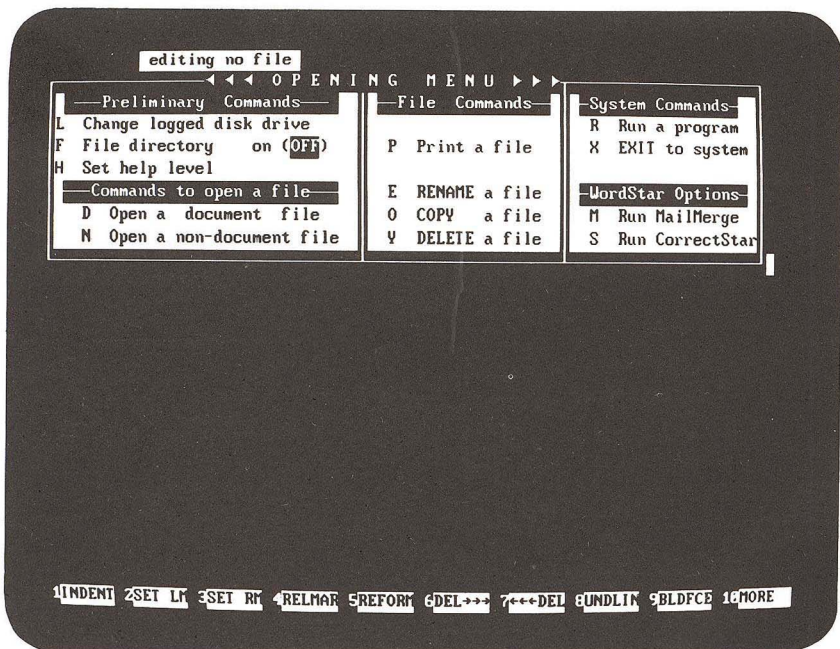


Photo 1 shows the screen in Opening Menu as seen by PC/DOS Word Star users displaying the function keys at the foot of the screen.

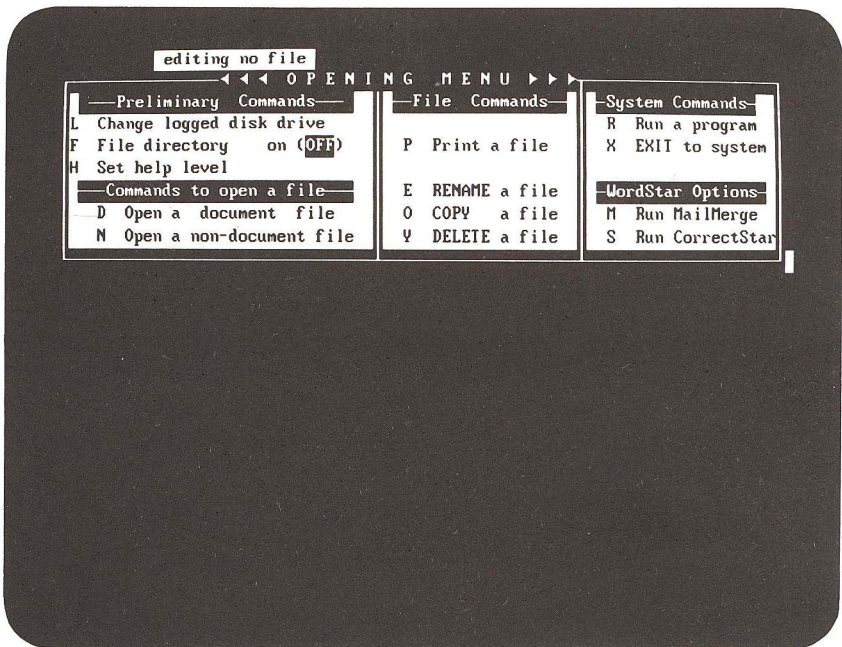


Photo 2 shows the screen in Opening Menu as seen by CP/M Word Star users.

As you can see, you have a variety of options to choose from. Generally you opt for D to create or edit a document but depending on your system, particularly for a double floppy disk system, you may have to change the logged disk drive at this point. To change the logged disk drive, carry out the following:

▶ TYPE: **L**

If your Word Star program disk is in disk drive A and your work disk is in disk drive B:

▶ TYPE: **B:**

▶ PRESS: **RETURN**

To create or edit a document:

▶ TYPE: **D**

### 1.3 Naming your document

Having told the system that you want to create a document, you must give it a name. **Note:** a document can have up to eight characters in its name but this can be extended by an extra three characters by using a full-stop followed by three characters after the file name, e.g. LESSON1.001.

- ▶ TYPE: **LESSON1** (**Note:** no space between **LESSON** and **1**)
- ▶ PRESS: **RETURN**

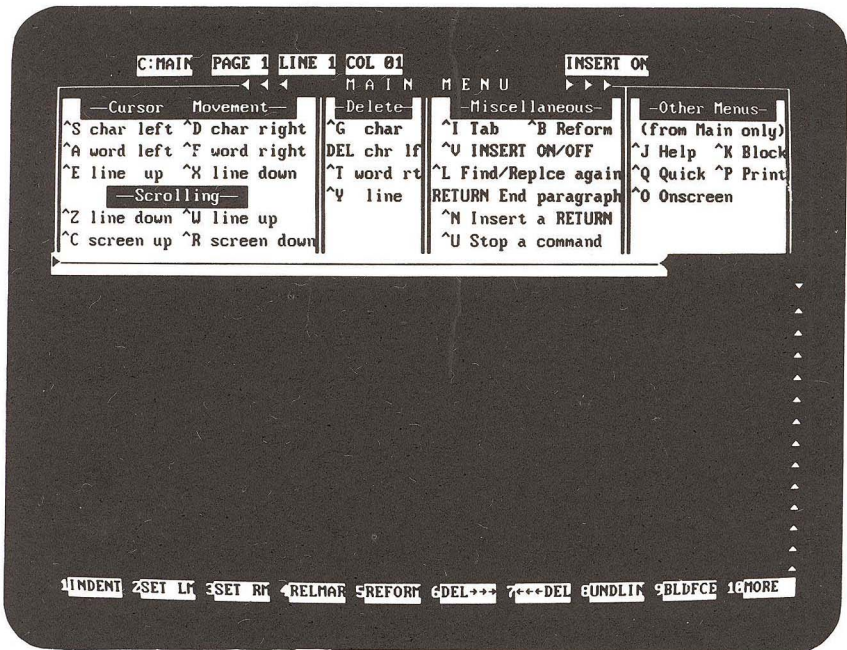


Photo 3 shows the Main Menu as seen by PC/DOS Word Star users.



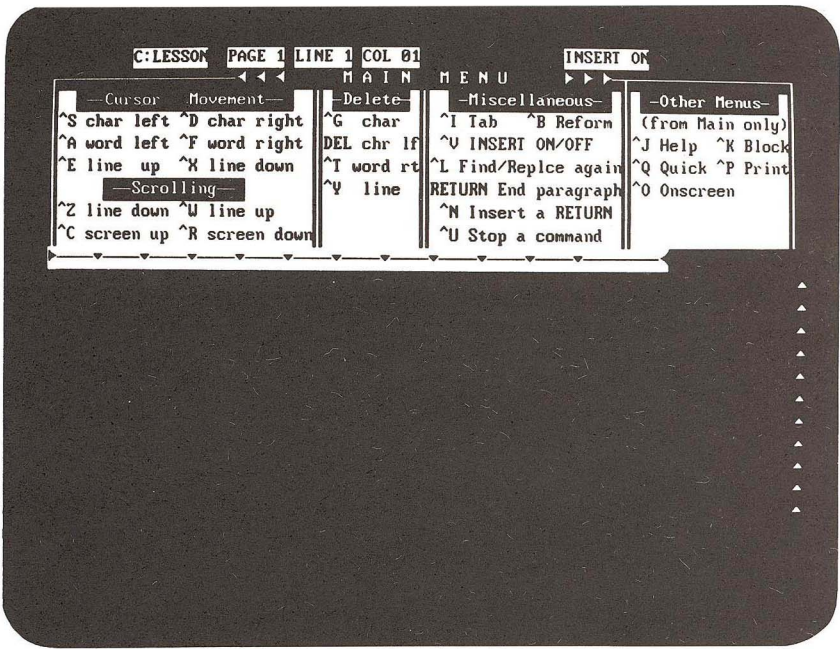


Photo 4 shows the Main Menu as seen by CP/M Word Star users.

## 1.4 Status line

At the top of your screen you will see the status line. On it you will see the document name: LESSON 1, the page number: 1, and that you are in INSERT MODE.

## 1.5 Main Menu commands

Under the status line is the menu offering help with cursor movement and delete commands.

## 1.6 Ruler

Under the menu is your ruler giving your line length and showing the left and right margin. The exclamation marks are tabs.

## 1.7 Cursor

Notice the line or block below the ruler; this is your cursor which may or may not be flashing. When you begin to type, the cursor will move along with you as you type.

## 1.8 Inputting text

Please type in (also known as 'inputting' or 'keying-in') LESSON 1 below – do not press **RETURN** at the end of each line. However, press **RETURN** twice at the end of the first paragraph. Do not worry if you make a mistake – you can use your **DELETE** key to make immediate corrections; other corrections you will learn how to make at the end of the exercise.

### Lesson 1

*Word Star is a Wrap-around System which means that when you are typing you do not have to press Return at the end of each line, the system will move your cursor down to the next line for you.*

*You only press Return at the end of a paragraph when you need to create a line space, you then have to press Return twice in order to leave one clear line of space between paragraphs.*

End of inputting text exercise.

## 1.9 Cursor control

You will have noticed that as you were typing, the cursor moved along with the text. It is important that you know how to move your cursor around your text as quickly as possible. Try out the following cursor moves:

## 1.10 Cursor control, character by character

Word Star offers cursor control using keys on the left of your keyboard which are used in conjunction with the **CTRL** key. Some computers,

such as the Olivetti M24, have the added advantage of arrow direction keys to move the cursor.

**CTRL** + **S** = move cursor one character to the left

**CTRL** + **D** = move cursor one character to the right

## 1.11 Cursor control, word by word

**CTRL** + **A** = move cursor one word to the left

**CTRL** + **F** = move cursor one word to the right

## 1.12 Cursor control, line by line

**CTRL** + **E** = move cursor up one line

**CTRL** + **X** = move cursor down one line

Try out these commands and move your cursor around your text. For example, place your cursor on the 'W' of 'Word' – the first word of the text.

- ▶ PRESS: **CTRL** + **D** and the cursor will move to the 'o' of 'Word'.
- ▶ PRESS: **CTRL** + **X** and the cursor will move down one line.
- ▶ PRESS: **CTRL** + **S** and the cursor will move one character to the left.
- ▶ PRESS: **CTRL** + **F** and your cursor will jump to the next word. Hold **CTRL** + **F** down and the cursor will continue to move from word to word across the line.

## 1.13 Cursor control, edge to edge of screen

- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **E** and your cursor will move to the top of your screen.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **X** and your cursor will move to the bottom of your screen.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **D** and your cursor will move to the end of your line.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **S** and your cursor will move to the beginning of your line.

## 1.14 Cursor control, top and bottom of text

- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **R** and your cursor will move to the top of your text.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **C** and your cursor will move to the bottom of your text.

## 1.15 Scrolling

Particularly with long passages, you will notice as you type that your text disappears off the top of your screen. To check through your text when you have finished – known as ‘scrolling’ – the cursor remains stationary and the text moves up or down. Try the following:

- ▶ PRESS: **CTRL** + **W** and the text moves up one line at a time.
- ▶ PRESS: **CTRL** + **Z** and the text moves down one line at a time.
- ▶ PRESS: **CTRL** + **C** and the text moves down one complete screen.
- ▶ PRESS: **CTRL** + **R** and the text moves up one complete screen.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **Z** and the text is scrolled down continuously – PRESS: space bar to stop.
- ▶ PRESS: **CTRL** + **Q** then **CTRL** + **W** and the text is scrolled up continuously – PRESS: space bar to stop.

## 1.16 Text editing – deleting

Throughout this course you have to carry out text editing. If you are not familiar with some of the text editing signs – e.g. l/c = lower case (small letter), u/c = upper case (capital letter) – have a look at Appendix 3 on page 152 which lists some of the more common text correction signs and their meanings.

You will see from the exercise in section 1.20 that I now want you to delete some characters and words. The commands are as follows:

## 1.17 To delete a character

PRESS: **CTRL** + **G** to delete a character at the cursor position.

PRESS: **DEL** (DELETE) key to delete characters to the left of the cursor.

## 1.18 To delete a word

PRESS: **CTRL** + **T** – place cursor on first character of word to be deleted and then PRESS: **CTRL** + **T**

## 1.19 To delete to the end of the line

PRESS: **CTRL** + **Q** then **CTRL** + **Y** – for example, if you were to place your cursor on the 'l' of 'line' towards the end of the exercise, and then PRESS: **CTRL** + **Q** then **CTRL** + **Y** everything from the cursor to the end of the line would be deleted.

## 1.20 To delete an entire line of text

PRESS: **CTRL** + **Y** – place your cursor anywhere on the line you want deleted and then PRESS **CTRL** + **Y**

Now make the deletions asked for in the exercise below – but please do not delete the whole exercise as you will be moving on to inserting text into the exercise shortly.

### Editing lesson 1

*Word Star is a Wrap-around System which means that when you are typing you do not have to press Return at the end of each line, the system will move your cursor down to the next line.* ~~anyway~~

*You only press Return at the end of a paragraph when you need to create a line space, you then ~~have to~~ press Return twice, ~~in order to~~ leave one clear line of space between paragraphs.*

## 1.21 Text editing – inserting and overwriting

Having made the deletions you are now going to insert words and substitute words and characters.

## 1.22 Inserting a word or sentence

In the editing required, you have to insert the word 'automatically':

- ▶ Move your cursor to the space before 'move'.
- ▶ Now PRESS your space bar once in order to put a space in between 'will' and 'automatically'.
- ▶ Then just TYPE: *automatically*

The reason you could insert the word 'automatically' is because you are in Insert Mode – which means you can insert (type in) words or sentences and your text will move to the right to accommodate the new text.

You know you are in Insert Mode as on the right hand side of your status line the words: INSERT ON are displayed.

## 1.23 Substituting or replacing characters or words

To substitute one character for another, as in replacing the upper case (capital) 'W' of Wrap-around for a lower case (small) 'w':

- ▶ Move your cursor to the 'W' of 'Wrap-around'.

If you type 'w' you will have 'wWrap-around' – because you are in Insert Mode. You must move out of Insert Mode in order to replace the character. To do this:

- ▶ PRESS: **CTRL** + **V**

Look at the right hand side of your status line and you will see that INSERT ON has disappeared. You can now make the corrections using substitution. To return to Insert Mode:

- ▶ PRESS: **CTRL** + **V**

You will see INSERT ON on the right side of your status line – check that it is there.

Make all the corrections asked for below, using the insert, overtype and delete functions offered by Word Star.

### Further editing of lesson 1

L/C *Word Star is a Wrap-around System which means that when you are typing you do not have to press Return at the end of each line, the system will/move your cursor down to the next line.*  
*automatically*

*You only press Return at the end of a paragraph when you need to create a line space, you then press Return twice.*  
*known as a hard space,*

## 1.24 Reformatting paragraphs

By now you will have lost your neat, justified right hand margin and your text will be rather ragged. To reformat your paragraphs:

- ▶ Place your cursor on the first character of the paragraph
- ▶ PRESS: **CTRL** + **B**
- ▶ Then move your cursor to the first character of the next paragraph
- ▶ PRESS: **CTRL** + **B**

**Note:** If the system stops during reformatting it is because Word Star wants to know if you want a word hyphenated at the end of a line. If you want the word hyphenated PRESS: the hyphen key: **-** but if you do not want the word hyphenated PRESS: **CTRL** + **B**

## 1.25 Abandoning a file

You do not need to save or print this first exercise – you will learn how to do this in Section 2. So would you please 'Abandon the file' as follows:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **Q**

On screen you will see: 'ABANDON EDITED VERSION OF FILE B: LESSON1 (Y/N)'

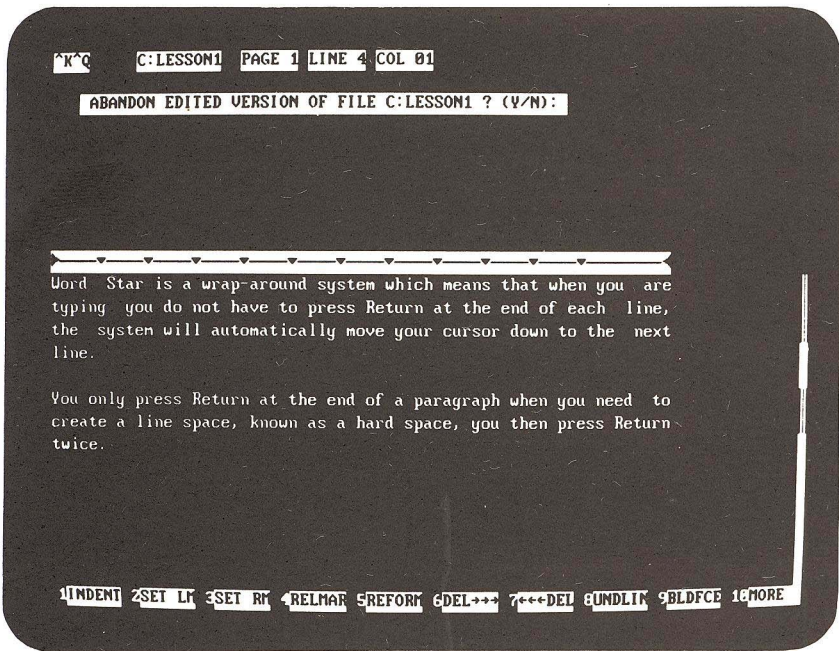


Photo 5 shows the screen with the command: **CTRL + K** then **CTRL + Q**

▶ **PRESS: Y**

## 1.26 Exiting (closing down)

You will automatically return to the Opening Menu. To exit from Word Star:

▶ **PRESS: X**

▶ When you see A> (or similar) remove your disks and then turn off your machine.

## 1.27 Review of section 1

**Start up procedure:**

▶ **TYPE: WS**

▶ **PRESS: RETURN**



### To change the logged disk drive:

- ▶ TYPE: **L**
- ▶ TYPE: **B:**
- ▶ PRESS: **RETURN**

### To open a new document or retrieve one already saved on to disk:

- ▶ TYPE: **D**
- ▶ Then when prompted by the system, type in the name of the document and PRESS: **RETURN**

### Cursor control:

- CTRL** + **S** = character to left
- CTRL** + **D** = character to right
- CTRL** + **A** = word to left
- CTRL** + **F** = word to right
- CTRL** + **E** = up one line
- CTRL** + **X** = down one line
- CTRL** + **Q** then **CTRL** + **S** = beginning of line
- CTRL** + **Q** then **CTRL** + **D** = end of line
- CTRL** + **Q** then **CTRL** + **R** = top of text
- CTRL** + **Q** then **CTRL** + **C** = bottom of text

### Scrolling:

- CTRL** + **Q** then **CTRL** + **Z** = scroll down continuously – press space bar to stop.
- CTRL** + **Q** then **CTRL** + **W** = scroll up continuously – press space bar to stop.

### Deleting:

- DEL** = delete character to left of cursor
- CTRL** + **G** = delete character at cursor
- CTRL** + **T** = delete word
- CTRL** + **Y** = delete line
- CTRL** + **Q** then **CTRL** + **Y** = delete line to the right of the cursor

### Inserting:

- CTRL** + **V** = turns Insert Mode off – allowing substitution. Press the command again to move back into Insert Mode.
- RETURN** = inserts a hard line space (blank line)

### Reformatting:

- CTRL** + **B** = reformats paragraph

### Abandon file:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **Q**
- ▶ TYPE: **Y** in response to screen question

### Exiting (closing down)

- ▶ TYPE: **X** at Opening Menu
- ▶ Remove disks
- ▶ Switch off computer

## 1.28 Consolidation exercise

Open a document called: LESSON1A

Input the following:

*When you have completed the elementary features of this course you should feel confident about starting-up with word star; inputting text; making corrections; moving blocks of text; centring headings; resetting margins; indenting for paragraphs; saving files and printing.*

End of text. Now make the following deletions and insertions to your text:

*When you have completed the <sup>section</sup> elementary <sup>book</sup> features of this course you should feel confident about starting-up with word star; inputting text; making corrections; moving <sup>deleting blocks of text</sup> blocks of text; centring*

u/c

*emboldening; underscoring;*  
**headings; resetting margins; indenting for paragraphs; saving**  
**files and printing.**  
*text*

When you have made the corrections to your text, abandon the file and close down the system as follows:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **Q**
- ▶ When you are in Opening Menu PRESS: **X**
- ▶ At A> remove disks and switch off computer

# Section 2

## 2.1 Inputting text

Would you please open a document called: LESSON2 (refer to Section 1 if necessary). When you are in Main Menu, please input the following:

***Word Star has consistently been among the top sellers of the 200 or so word processing packages which are on the market and it is one that you are as likely to come across in Britain as you are in America or Australia.***

***Word Star became available in 1978 and since that time over a million copies have been sold and it has become the industry standard. This book covers the standard Word Star – there is also Word Star 2000 and Word Star Easy. Word Star 2000 has some very nice features including the ability to rearrange items in alphabetical order and to do your arithmetic for you as it will add up figures for you. Word Star Easy is excellent for first time users of a word processor as it has menus which make operating the system very ‘easy’!***

End of text.

## 2.2 Editing your text

Would you please make the deletions and insertions asked for in the amended text below. Remember to proof-read your text for any errors by scrolling through it. When you have made all your corrections, reformat your paragraphs.

*Word Star has consistently been among the top sellers of the 200 ~~or so~~ word processing packages which are on the market and it is one that you are as likely to come across in Britain as you are in America or Australia.*

*Word Star <sup>by Micropro</sup> became available in 1978. ~~and~~ since that time over a <sup>1/2</sup> million copies have been sold and it has become the industry standard. This book covers the standard Word Star – there is also <sup>an even</sup> ~~some~~ <sup>greater breadth of functions</sup> ~~Word Star 2000 and Word Star Easy. Word Star 2000 has~~ <sup>very nice features</sup> including the ability to rearrange items in <sup>alphabetical</sup> ~~order~~ and to do your arithmetic for you as it will <sup>subtract, multiply and divide.</sup> ~~add~~ <sup>up figures for you.</sup> ~~Word Star Easy is excellent for first time users of a word processor as it has~~ <sup>easy-to-follow pull-down</sup> ~~menus~~ which make operating the system very 'easy'!*

## 2.3 Saving text

When you are satisfied with your text, save it. This is the command to save your file:

▶ PRESS: **CTRL** + **K** then **CTRL** + **D**

On screen you will see the message: 'WAIT' followed by: 'SAVING FILE B: LESSON2'

When Word Star has saved your file, the Opening Menu will be displayed on your screen.

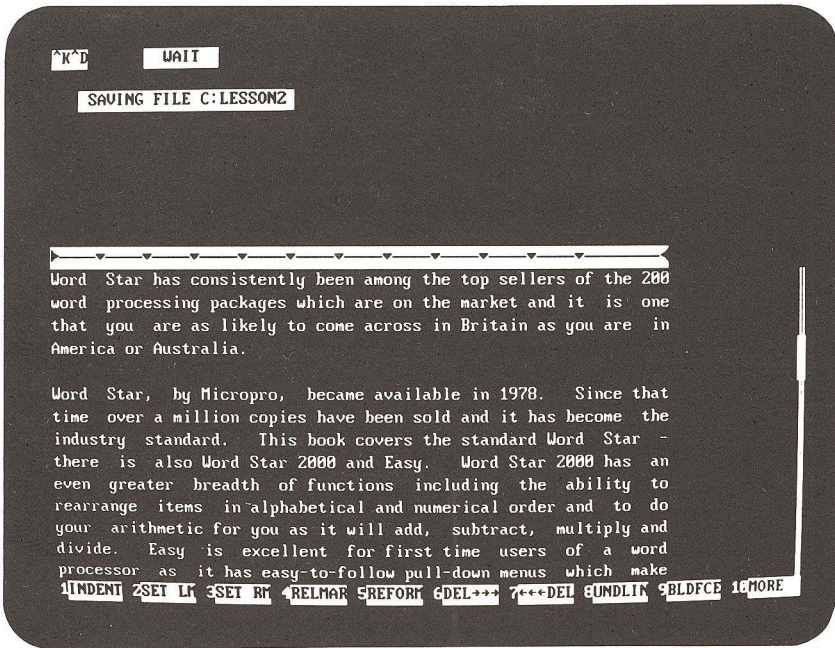


Photo 6 shows the save command: **CTRL + K** then **CTRL + D**

## 2.4 Printing

To take a hard copy – or printout of your text – make sure your printer has been plugged in and switched on. Make sure you have paper in it. Then look at the Opening Menu options – notice you PRESS: **P** in order to print.

► PRESS: **P**

On screen will appear the question: 'NAME OF FILE TO PRINT?' (See photo on page 19.)

► TYPE: **LESSON2**

► PRESS: **RETURN**

More screen questions will be displayed (see photo 8 on page 20).

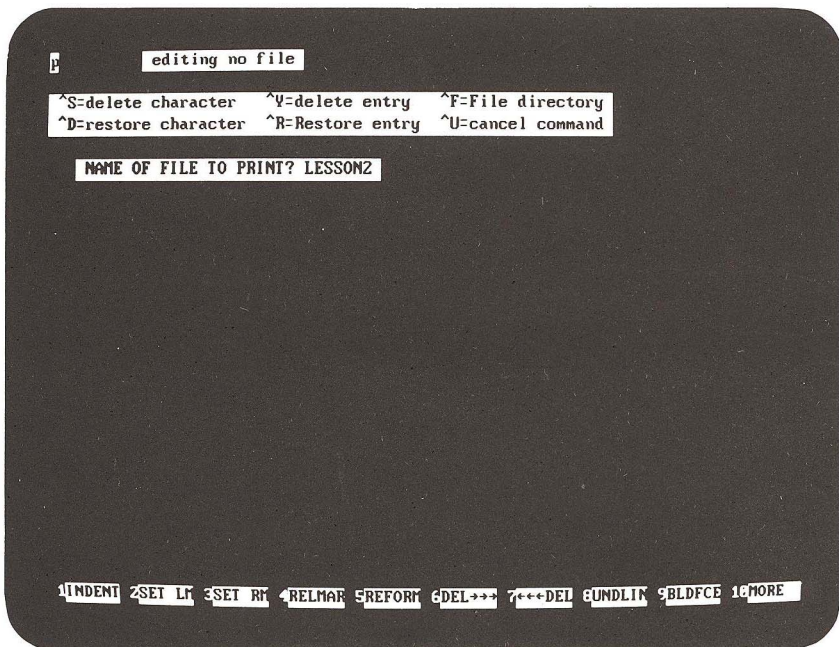


Photo 7 shows the screen in Opening Menu after 'P' has been selected for 'Print'.

At this stage all you want to do is have one printout of LESSON2 – so just PRESS: **RETURN** after each of the printer questions. Your printer should then print out your copy of LESSON2.

## 2.5 Retrieving a document

From Opening Menu open a document:

► PRESS: **D**

This time it will not be a new file but one you have saved. In answer to the screen question 'NAME OF FILE?'

► TYPE: **LESSON2**

► PRESS: **RETURN**

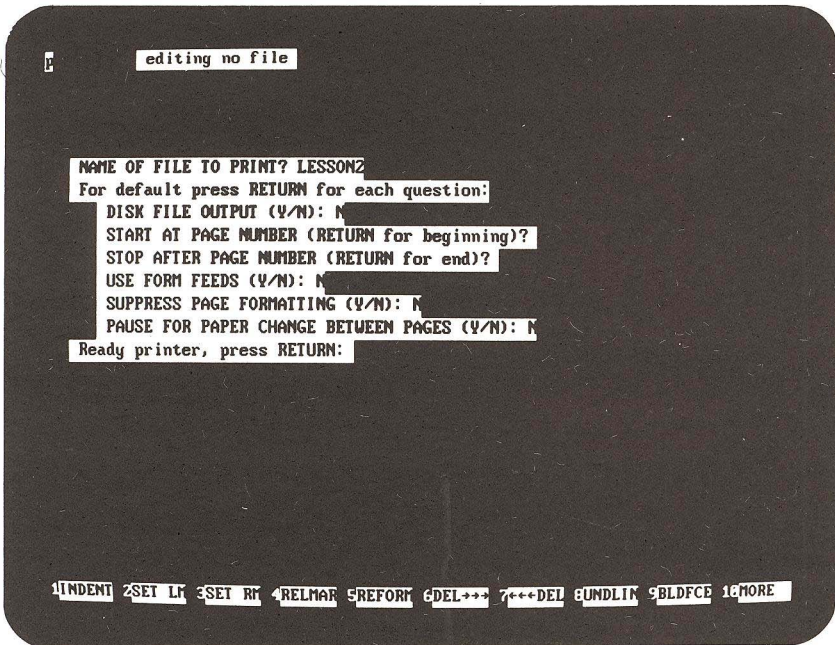


Photo 8 shows the screen printer questions.

When your screen moves into the Main Menu, you will see your saved file.

## 2.6 Changing margins

Your default margins – that is, the margins the system starts up with – are 1 on the left and 65 on the right.

### To change the left margin:

► PRESS: **CTRL** + **O** then **CTRL** + **L**

In answer to the screen question: 'LEFT MARGIN COLUMN NUMBER?'

► TYPE: **15**

PRESS: **RETURN**



**To change the right margin:**

▶ PRESS: **CTRL** + **O** then **CTRL** + **R**

In answer to the screen question: 'RIGHT MARGIN COLUMN NUMBER?'

▶ TYPE: **60**

▶ PRESS: **RETURN**

Now reformat your paragraphs:

▶ Move cursor to the first character of each paragraph and PRESS: **CTRL** + **B**

## 2.7 Inserting a heading

▶ Move your cursor to the top of your text ( **CTRL** + **Q** then **CTRL** + **R** ).

You are going to insert a heading so you must create an extra line space to accommodate the heading.

▶ Make sure INSERT ON is displayed on the right side of your status line. (If it is not then PRESS: **CTRL** + **V**.)

To insert a hard space:

▶ Either PRESS: **RETURN** or PRESS: **CTRL** + **N**

In the space that has been created:

▶ TYPE: **WORD STAR**

▶ PRESS: **RETURN** – twice, so that you have a clear line of space between the heading and the text.

## 2.8 Moving marked text

You are now going to swop your two paragraphs around. You will do this by 'marking' the text you want to move and then moving it.

To mark out your text:

- ▶ Move your cursor to the second paragraph and place it under the 'W' of 'Word', i.e. the first character of the first word of the second paragraph.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **B**

This command sets your first marker at the beginning of the block; you will probably see: <B> where the first marker has been set.

- ▶ Move your cursor to the line space below the paragraph. In order to do this, you may have to PRESS: **RETURN**

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

This command sets the marker for the end of the block; you will probably see: <K> where the end of block marker has been set.

With some machines you may see the block highlighted.

- ▶ Move your cursor to the clear line of space between your heading and the first paragraph.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **V**

This command moves the block to the cursor position. To remove block markers:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **H**

## 2.9 Deleting a block of text

Having moved the paragraphs around you are now going to learn how to delete a block of text. You are going to delete the second paragraph – so first of all mark it out, as follows:

- ▶ Move your cursor to the 'W' of 'Word', the first character of the first word of the second paragraph.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **B**
- ▶ Move your cursor to the line space below the paragraph.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

To delete this marked out block:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **Y**

You should now have just one paragraph left – save it or abandon

it as follows:

- ▶ Either PRESS: **CTRL** + **K** then **CTRL** + **D** to save or PRESS: **CTRL** + **K** then **CTRL** + **Q** to abandon the edited version.

**Note:** You can also copy text in much the same way – i.e. mark out the block of text that you want to copy:

- ▶ Move your cursor to the place you want the block to be copied to.
- ▶ Then PRESS: **CTRL** + **K** then **CTRL** + **C**

## 2.10 Open a new document

From the Opening Menu, select D, and name your file: LESSON2A

When in Main Menu set margins of 10 and 70 and then key in the following extract from a proposed advertisement:

### **WORD PROCESSING**

***If you have to type the same letters, paragraphs, or reports over and over again – then you need a word processor to help you!***

***If the letters, reports and other documents you presently type on your typewriter, have more than one draft – then you need a word processor to help you!***

***If you want your general business correspondence to have a really professional error-free appearance – then you need a word processor to help you!***

***Without a doubt Word Star will prove a real asset to the professional production of your work.***

End of text.

## 2.11 Text editing

Would you now please make the following alterations to your text, using the commands you have learnt. Remember to reformat each paragraph when you have finished editing.

<sup>STAR WORD</sup>  
~~WORD PROCESSING~~

*If you have to type the same letters, paragraphs, <sup>memos,</sup> or reports over and over again – then you need a <sup>Word Star</sup> word processor to help you!*

*If the letters, reports and other <sup>business</sup> documents you presently type on <sup>Word Star</sup> your typewriter, have more than one draft – <sup>- meaning a total retype for you</sup> then you need a <sup>Word Star</sup> word processor to help you!*

*If you want <sup>all</sup> your ~~generat~~ business correspondence to have a really professional error-free appearance – then you need <sup>Word Star</sup> a ~~word~~ processor to help you!*

*Without a doubt Word Star will prove <sup>to be</sup> a real asset <sup>for you.</sup> to the ~~the~~ professional production of your work.*

Please save this exercise as you will be needing it again in Section 3.

## 2.12 Consolidation exercise

From Opening Menu, open a new document called: LESSON2B

At Main Menu, set margins of 15 and 65 and then input the following exercise:

**OLIVETTI PERSONAL COMPUTER M24**

*The designers of the Olivetti M24 have taken into consideration the ergonomics of design – the keyboard can be raised or lowered, the screen can be swivelled to the best position for the operator and the keyboard is comfortable to use.*

The screen display has 80 columns of text and 25 lines on the screen at any time. The Operating system is MS/DOS and is compatible with IBMs. Regarding storage of files, in addition to using floppies with the disk drives it can also have a hard disk allowing for 10 megabytes of storage.

When it comes to business computers it is usually the software which determines in the end what the business will buy. The Olivetti M24 runs all the usual business software.

End of text. Proof-read your work and save it. Recall this document and then make the corrections as indicated below.

### OLIVETTI PERSONAL COMPUTER M24

The designers of the Olivetti M24 have taken into consideration the ergonomics of design – the <sup>detachable</sup> keyboard can be raised or lowered, (it has small fold-away feet underneath it) and the screen can be swivelled to the <sup>best</sup> position for the operator, and the keyboard is comfortable <sup>optimum</sup> to use.

The screen display has <sup>25 lines down with</sup> 80 columns <sup>of text</sup> and <sup>25 lines on the</sup> screen <sup>at any time</sup>. The Operating system is MS/DOS, and is <sup>compatible with IBMs</sup>. Regarding storage of files, in addition to using floppies with the disk drives it can also have a hard disk allowing for 10 megabytes of storage.

When it comes to business computers it is usually the software which determines in the end what the business will buy. The Olivetti M24 <sup>is IBM compatible and</sup> runs all the usual business software.

## 2.13 Save and exit

When you have made the corrections, remember to reformat each paragraph. Please save this exercise as you will be needing it again in Section 4. However, if you do not want to print out a copy of the document and you have finished word processing for the day, you can

both save and exit at the same time as follows:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **X**
- ▶ Once you have the A> (or similar), remove your disks and turn off your computer.

# Section 3

Please retrieve the document: LESSON2A

## 3.1 Underscoring a heading

To make the heading stand out from the rest of the text you are going to underscore (underline) it. To do this:

- ▶ Place your cursor under the 'W' of 'Word Star Word Processing'.
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **S**

This command indicates where the underscoring should start. You will probably see ^S appear.

- ▶ Move your cursor to the space after the 'g' of 'Processing'.
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **S**

This command indicates where the underscoring should end. You will probably see the ^S after the 'g'.

Underlining will not show on your screen but on printing, the ^S signs will disappear and be replaced with the underscore (see photo 9 overleaf).

## 3.2 Linking paragraphs

Would you please link together the last two paragraphs of the same document (LESSON2A). To link these paragraphs:

- ▶ Move your cursor to the space after the word 'Star' in the penultimate paragraph.

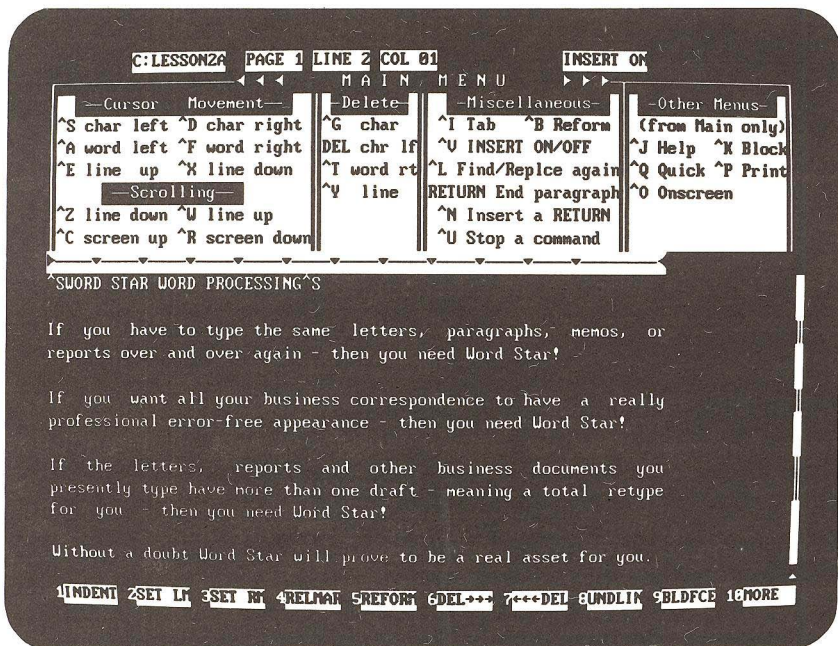


Photo 9 shows the screen with the underscore command: **CTRL + P** and **CTRL + S**.

- ▶ **PRESS:** the space bar twice to leave room between the sentences.
- ▶ **PRESS:** **CTRL + G**

The blank line between the paragraphs will be closed up.

- ▶ **PRESS** **CTRL + G**

The paragraphs will link up.

Now reformat this new paragraph, as follows:

- ▶ Place your cursor on the 'l' of 'If' and **PRESS:** **CTRL + B**

### 3.3 Save and print

Save the edited document:



▶ PRESS: **CTRL** + **K** then **CTRL** + **D**

At the Opening Menu, in order to print:

▶ PRESS: **P**

In answer to the question 'NAME OF FILE?'

▶ TYPE: **LESSON2A**

▶ PRESS: **RETURN**

▶ PRESS: **RETURN** after each of the printer questions.

When you have finished printing, please open a new document called:  
LESSON3

When you are in Main Menu you will use your first dot command.

## 3.4 Dot command .OP

I expect you have noticed that on printing, Word Star automatically numbers your pages for you. Not everyone wants a figure at the foot of their printout. To stop Word Star doing this, you must tell it to omit page numbers, i.e. .OP

▶ Make sure your cursor is at the top of your screen

▶ TYPE: **.OP**

▶ PRESS: **RETURN**

A dot command will not be printed but, instead, it is a command to the system – in this case telling it to stop printing page numbers.

You are now ready to type in your heading:

▶ TYPE: **BUSINESS LETTERS**

## 3.5 Centring

To centre the heading 'BUSINESS LETTERS':

▶ Place your cursor on the 'B' of 'Business'.

▶ PRESS: **CTRL** + **O** then **CTRL** + **C**

### 3.6 Underscoring with one continuous line

- ▶ Place your cursor under the 'B' of 'Business'
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **S**
- ▶ Move your cursor to the space between 'BUSINESS' and 'LETTERS'
- ▶ Turn Insert Mode off by PRESSING: **CTRL** + **V**
- ▶ TYPE: \_ (the underscore key)
- ▶ Return to Insert Mode by PRESSING: **CTRL** + **V**
- ▶ Move your cursor to the space after the 'S' of 'LETTERS'
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **S**

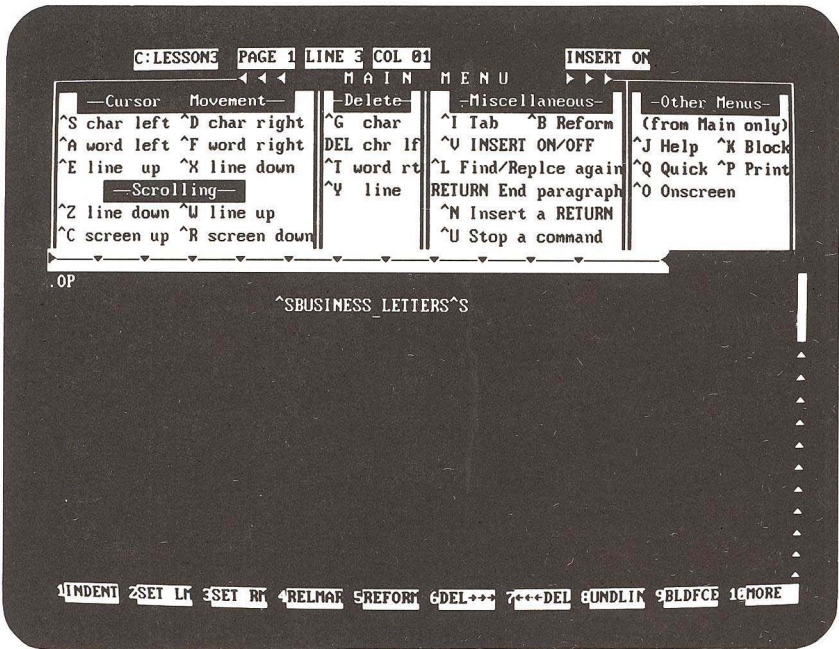


Photo 10 shows the screen with the heading: BUSINESS LETTERS centred and underscored.

On printing you will have a continuous underscore line.

PRESS: **RETURN** twice after the heading and then input the following:

## BUSINESS LETTERS

**Most businesses today use the fully blocked style of letter. This means that the date, addressee, salutation, subject heading, all paragraphs and complimentary close commence at the left hand margin.**

**In addition the modern business letter does not have any punctuation in the date, addressee, salutation or complimentary close – this is known as open punctuation. However, punctuation is still typed in the letter.**

**This is quite a change from the old style of letter writing where the date was on the right and the paragraphs and complimentary close were centred.**

End of text.

### 3.7 Text editing

Please carry out the following text editing on this document. Reformat paragraphs and then save it and take a hard copy.

## BUSINESS LETTERS

**Most businesses today use the fully blocked style of letter. This means that the <sup>reference,</sup> date, addressee, salutation, subject heading, all paragraphs, ~~and~~ complimentary close commence at the left hand margin.**

*and the name and designation of the person sending the letter*

**In addition <sup>today's</sup> the modern business letter does not have any punctuation in the date, addressee, salutation or complimentary close – this is known as 'open punctuation'. However, punctuation is still typed in the <sup>main body of the</sup> letter.**

**This is quite a change from the old style of letter writing where the date was on the right and the paragraphs and complimentary close were ~~centred~~ indented.**

## 3.8 Consolidation

To consolidate on the commands learnt would you please open a document called: LESSON3A.

This exercise will cover changing margins, centring, underscoring, moving a marked block of text, deleting a marked block of text and simple corrections.

### ***SPELLING CHECK PROGRAMS***

***Word Star offers a check program to check your spelling. With Word Star Professional it is included in the package. Spelling checkers are very popular not only for checking your work for spelling errors but also for detecting typographical errors.***

***The spelling check program usually offers a dictionary of 60,000 words and then allows you to add further words to the program to customise it for your own needs.***

***You will notice that from the Opening Menu you can select the Spelling Check Program under "Word Star Options" where you select S.***

***The problem with some spelling checker programs is that they are very slow and you have to wait some time for them to check through a lengthy document, sometimes highlighting words which they think are errors just because the word is not in their dictionary.***

End of text.

Would you please make the following corrections to your text. Alter the margins to 12 on the left and 58 on the right, reformat your paragraphs, save, print and exit from Word Star.

SPELLING CHECK PROGRAMS ← centre, u/s

Word Star offers a <sup>spelling</sup> check program to check your spelling. With <sup>Spell Star or Correct Star are</sup> Word Star Professional) it is included in the package. Spelling checkers are very popular not only for checking your work for spelling errors but also for detecting typographical errors <sup>where characters have become transposed.</sup>

Generally a <sup>to which may</sup> spelling check program usually offers a dictionary of 60,000 words and <sup>suit</sup> then allows you to add further words to the program to customise it for your own needs.

You will notice that from the Opening Menu you can select the Spelling Check Program under "Word Star Options" where you select S.

~~The problem with some spelling checker programs is that they are very slow and you have to wait some time for them to check through a lengthy document, sometimes highlighting words which they think are errors just because the word is not in their dictionary.~~

delete this block

# Section 4

Would you please open a document called: LESSON4

Once you are in Main Menu,

- ▶ TYPE: *.OP*
- ▶ PRESS: **RETURN**

You are going to embolden the heading this time – i.e. when the heading is printed it will be in heavier type than the rest of the text.

## 4.1 Emboldening and centring

- ▶ TYPE: ***PERSONAL BUSINESS LETTERS***
- ▶ Now with your cursor in the space after the 'S' of 'LETTERS'  
PRESS: **CTRL** + **O** then **CTRL** + **C**

To embolden the heading:

- ▶ Place your cursor on the 'P' of 'PERSONAL'
- ▶ Press: **CTRL** + **P** then **CTRL** + **B**

This indicates where emboldening is to start. You will probably see ^B at the beginning.

- ▶ Move your cursor to the space after 'LETTERS'
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **B**

This indicates where emboldening is to end. You will probably see ^B at the end. The ^B signs will disappear on printing and your heading will

be in bold print.

PRESS: **RETURN** twice after the heading and then input the following:

### **PERSONAL BUSINESS LETTERS**

*When typing personal business letters you must remember to type your address and telephone number at the top. Your address can appear on the right hand side or, in the fully blocked style, on the left.*

*Whether you are typing a business letter or a personal business letter do remember that if you commence with the formal: 'Dear Sir or Madam' then you **MUST** finish your letter with the words: **Yours faithfully.***

*However, if you commence your letter by addressing the person by name, i.e., 'Dear Mr Smith', then you **MUST** end your letter with the words: **Yours sincerely.***

End of text.

## 4.2 Revised text

Please make the following revisions to your text. Just to help you with a couple of manoeuvres, to link paragraphs:

► PRESS: **CTRL** + **G** (see Section 3.2 if you need).

To move paragraphs, set markers at the beginning and end of the paragraph as follows:

- PRESS: **CTRL** + **K** then **CTRL** + **B** at the beginning.
- PRESS: **CTRL** + **K** then **CTRL** + **K** at the end.
- Move cursor to where paragraph is to be moved to and then PRESS: **CTRL** + **K** then **CTRL** + **V** (see Section 2.8 if you need).

## PERSONAL BUSINESS LETTERS

A business letter would be printed on headed stationery. However,  
4c **When typing personal business letters you must remember to type your <sup>own</sup> address and telephone number at the top <sup>of your letter</sup>.** Your address can appear on the right hand side or, in the fully blocked style, on the left.

**Whether you are typing a business letter or a personal business letter do remember that if you commence with <sup>a</sup> the formal: 'Dear Sir or Madam' then you MUST finish your letter with the words: Yours faithfully.** <sup>salutation, i.e.,</sup>

<sup>run on</sup> However, if you commence your letter by addressing the person by name, i.e. 'Dear Mr Smith', then you MUST end your letter with the words: Yours sincerely.

### 4.3 Indented paragraphs

Having made the revisions to your text, you are now going to indent your paragraphs. To indent the first paragraph:

- ▶ Move your cursor to the 'W' of 'Whether'.
- ▶ PRESS: **CTRL** + **I** and the text will be indented. If you have a **TAB** key use this key to indent your paragraphs.

Now reformat your paragraph:

- ▶ With your cursor on the 'W' of 'Whether' PRESS: **CTRL** + **B**

Now indent your next paragraph:

- ▶ Move your cursor to the first character of the first word, i.e. 'A'.
- ▶ PRESS: **CTRL** + **I**

Reformat this indented paragraph.



## 4.4 Double-line spacing

When you print out this document, print it out in double-line spacing. The default line spacing is single so you must change it to double.

► PRESS: **CTRL** + **O** then **CTRL** + **S**

On screen you will see: 'ENTER SPACE OR N/LINE SPACING (1-9)'

► TYPE: **2**

**Note:** You type 2 because you want double-line spacing. If you had wanted treble-line spacing you would have typed 3. Word Star gives you the choice of nine line settings.

Now look at your status line. On the right hand side you will see: 'LINE SPACING 2'.

## 4.5 Save and print

Would you please save this file and then print out a copy. Your hard copy should show the heading emboldened and underscored and your text in double-line spacing.

## 4.6 Retrieve document

From the Opening Menu would you please retrieve the document called: LESSON2B

When this file is on screen, would you please: centre, embolden and underscore the heading: OLIVETTI PERSONAL COMPUTER M24 and print it out in double-line spacing.

## 4.7 Consolidation exercises

From Opening Menu, please open a document called: MENU1

When in Main Menu would you please input the menu below. Centre each line and use the embolden and underscore commands where

indicated. Use your copy feature to copy the decorative lines:  
ooo\*\*\*\*\*ooo as follows:

- ▶ Mark out the first decorative line with your block markers.
- ▶ Then move your cursor to the place you want the line to be copied to.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **C**

**Note:** Remember to make sure you have returned to single-line spacing before printing out your menu.

ooo\*\*\*\*\*ooo

**WHOLEFOOD VEGETARIAN RESTAURANT**

ooo\*\*\*\*\*ooo

**TODAY'S MENU**

ooo\*\*\*\*\*ooo

**SPINACH AND LENTIL SOUP**

**RED BEAN MOUSSAKA**

*or*

**LENTIL AND TOMATO PIE**

**Served With**

**AVOCADO SALAD**

*or*

**CARROT AND ALFALFA SALAD**

**FRESH FRUIT SALAD AND YOGHURT**

**£2.65 PER PERSON INCLUDING COFFEE**

ooo\*\*\*\*\*ooo

End of text.

Open a document called: MENU2 and input the following using your centre, embolden and underscore commands to best effect.

**MARIA'S SPECIAL LUNCH MENU**  
**SOUP OF THE DAY**  
**OR**  
**CHOICE OF FRUIT JUICES**  
**SPAGHETTI BOLOGNAISE**  
**OR**  
**NAPOLETANA TAGLIATELLE VERDI**  
**FRESH FRUIT SALAD AND ICE CREAM**  
**CAPACCINO OR EXPRESSO COFFEE**  
**£3.25 PER PERSON**

End of text. Save and print a copy of this menu.

Open a document called: NURSERY and input the following, deciding where you think emboldening, centring or underscore would be used to the best effect:

**SHERFIELD NURSERY**

**FOLLY LANE, SHERFIELD**

**OFFERS A WIDE RANGE OF PLANTS FOR YOUR GARDEN, IN PARTICULAR:**

**ROSES**

**SHRUBS**

**CONIFERS**

**SOFT FRUIT TREES**

**BEDDING PLANTS**

**AND**

**SEEDS**  
**PEATS**  
**COMPOSTS**

**OPEN 7 DAYS A WEEK**  
**FROM 9.00 AM – 6.00 PM**

End of text. Print a copy of this exercise.

Open a document called: ADVERT and input the following advertisement displaying it as effectively as possible using upper and lower case characters, dividing lines at the most appropriate point and using your centre, embolden and underscore commands. The draft of the advertisement follows:

***Office Junior, required for our busy office in the town centre. Excellent prospects. Typing 35 wpm. Opportunity to learn word processing. If you are hardworking and are career minded then apply without delay to: Mrs M White, Professional Estate Agents, The Square, Dover.***

End of text. Save and print out a copy of this advertisement.

## 4.8 Review of exiting and starting-up procedure

The following is for those of you who are still unsure about the correct exiting and start-up procedure. To recap:

From Opening Menu – to exit:

- ▶ PRESS: **X**
- ▶ When you have the A> (or similar), remove your disks from your disk drive and switch off your computer.

To start up:

- ▶ Switch on computer, boot or log in in your usual way.

- ▶ At the A> or similar TYPE: **WS**
- ▶ PRESS: **RETURN**

From the Opening Menu, decide if you have to change the logged disk.  
If you do:

- ▶ TYPE: **L**
- ▶ TYPE: **B:**
- ▶ PRESS: **RETURN**

To open a document or retrieve a document:

- ▶ TYPE: **D**
- ▶ Type name of new file or the name of the document to be retrieved (maximum of eight characters – no spaces permitted).
- ▶ PRESS: **RETURN**

# Section 5

In this section you are going to consolidate and apply what you have learned.

## 5.1 Consolidation exercise 1

Open a document called LESSON5A, omit page numbering, set margins of 10 and 65, centre and embolden the heading: WHAT IS HARDWARE? Whilst inputting the text please indent your paragraphs.

**NOTE:** To indent your paragraphs whilst inputting text, just PRESS: **CTRL** + **I** or PRESS: **TAB** key where you want the paragraph to begin and then input the text – much as you would if you were using a typewriter.

Input the following:

### **WHAT IS HARDWARE?**

*Hardware refers to such equipment as: the Central Processing Unit (CPU) or the brain of the computer; the Visual Display Unit (VDU) or the screen on which the text you have input appears; the keyboard; the disk drive and the printer. The keyboard has the usual QWERTY layout for inputting text and commands; the disk drive houses your disks and the printer is the unit which prints out the finished document known as the hard copy.*

*Printers use either continuous stationery or individual sheets of paper. Paper is fed into the printer via a tractor feed system for*

**continuous stationery or a hopper feed system for printers using sheets of paper.**

End of text.

## 5.2 Revisions to text

You will see below that you have to make quite a few revisions to the text:

**WHAT IS HARDWARE?** *Embolden words in boxes like this*

*Computer*  
*4/c* **Hardware refers to such equipment as: the Central Processing Unit (CPU) or the brain of the computer; the Visual Display Unit (VDU) or the screen on which the text you have input appears; the keyboard; the disk drive and the printer.** *The keyboard has the usual QWERTY layout for inputting text and commands; the disk drive houses your disks and the printer is the unit which prints out the finished document known as the hard copy.* *run on*

**Printers use either continuous stationery or individual sheets of paper. Paper is fed into the printer via a tractor feed system for continuous stationery or a hopper feed system for printers using sheets of paper.**

## 5.3 Unjustified text

All of the work you have carried out so far has resulted in a justified right-hand margin, like this book. However, not everyone likes to see a justified right hand margin. It is possible to print out a copy of your work with an unjustified (ragged) right hand margin, like a normal typed text. To do this:

► PRESS: **CTRL** + **O**

This command will bring the Onscreen Menu into view. When the Onscreen Menu appears on your screen, have a look at it and you will

see that it says that justification is now 'ON'. You want to switch justification off.

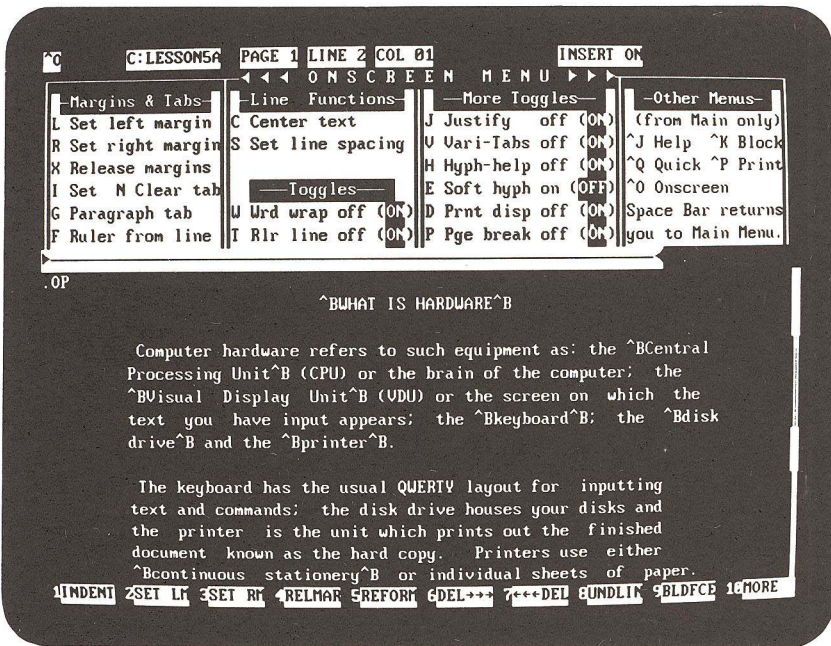


Photo 11 shows the screen in Onscreen Menu.

► PRESS: **CTRL** + **J**

If your screen does not move automatically back to the Main Menu, PRESS: your space bar once.

Once returned to Main Menu, reformat each paragraph to this new setting. Save this file and print it out, notice on printing the ragged right-hand margin.

## 5.4 Return to justified text

To return to justified right hand margin, in Main Menu:

► PRESS: **CTRL** + **O** then **CTRL** + **J**



## 5.5 Consolidation exercise 2

Open a document called LESSON5B, set margins of 20 and 65, make sure justification is 'ON', print out in double-line spacing.

Input the following:

### **PRINTERS**

***DOT MATRIX PRINTERS form the characters by dots. Dot matrix characters are printed out at approx. 100 characters per second. DAISY WHEEL are impact printers and give a high quality finish but are extremely noisy. The daisy wheel type characters are arranged in a petal formation – thus the name 'Daisy Wheel'. They print out at approximately 50–60 cps. INK JET PRINTERS spray the ink on to the paper. The ink jet printer gives a high quality print finish and prints out at approximately 70–100 cps. LASER PRINTS the laser printer is relatively new to the market, it is quieter than the daisy wheel, giving an extremely high quality print and literally printing a whole page of text at a time.***

End of text.

Before editing your text as detailed below, I want you to try out a new save command.

## 5.6 Save and continue

▶ PRESS: **CTRL** + **K** then **CTRL** + **S**

Your file will be saved but you will not be returned to the Opening Menu – instead you will be returned to Main Menu and your document on printers will still be there. This command is useful if you are working on a lengthy document. It means you can save the file, if you have to interrupt your work, and then resume later.

## 5.7 To return your cursor to where it was before you saved the file

► PRESS: **CTRL** + **Q** then **CTRL** + **P**

## 5.8 Text for editing

Make the alterations asked for, save this amended file and print it out.

**Note:** You will need to revert to single-line spacing before carrying out the exercise, i.e. in Menu Mode:

► PRESS: **CTRL** + **O** then **CTRL** + **S**

► TYPE: 1

► PRESS: **RETURN**

### **PRINTERS**

***DOT MATRIX PRINTERS** form the characters by dots. Dot matrix characters are printed out at approx<sup>imately</sup> 100 characters per second<sup>(CPS)</sup>.*

***DAISY WHEEL<sup>PRINTERS</sup>** are impact printers and give a high quality finish but are extremely noisy. The daisy wheel type characters are arranged in a petal formation – thus the name ‘Daisy Wheel’. They print out at approximately 50–60 cps.*

***INK JET PRINTERS** spray the ink on to the paper. The ink jet printer gives a high quality print finish and prints out at approximately 70–100 cps.*

***LASER<sup>PRINTERS</sup> PRINTS** the laser<sup>are</sup> printer is relatively new to the market, it<sup>they are</sup> is quieter than the daisy wheel, <sup>give</sup> giving an extremely high quality print and literally printing a whole page of text at a time.*

## 5.9 Consolidation exercise 3

From Opening Menu, open a document called: LETTER1

In this exercise you are going to type up a fully blocked letter with open punctuation (see Section 3.7 regarding the layout of a business letter if

necessary). I have put in notes to you in brackets to show where you should PRESS: **RETURN**

**Our Ref AR/123** (PRESS: **RETURN** twice)

**1 July 19 . .** (PRESS: **RETURN** twice)

**Mr J J King** (PRESS: **RETURN** )

**Kings Garden Centre** (PRESS: **RETURN** )

**TAUNTON** (PRESS: **RETURN** )

**Somerset TN1 2EW** (PRESS: **RETURN** twice)

**Dear Sir** (PRESS: **RETURN** twice)

*Thank you for your letter of 17 June concerning your Order Number 3457 for 20 hedge trimmers. I am pleased to be able to inform you that we have today sent these to you and they should be at your Garden Centre by Friday of next week.*

*I am enclosing our new catalogue as requested.*

*Yours faithfully* (PRESS: **RETURN** five times)

**ANGUS REED  
SALES**

**Enc**

End of text. Proof-read your letter, edit it as directed below and print out a copy.

**Our Ref AR/123** (PRESS: **RETURN** twice)

**1 July 19 . .** (PRESS: **RETURN** twice)

**Mr J J King** (PRESS: **RETURN** )

**Kings Garden Centre** (PRESS: **RETURN** )

**TAUNTON** (PRESS: **RETURN** )

**Somerset TN1 2EW** (PRESS: **RETURN** twice)

Dear Sir

(PRESS: **RETURN** twice)

trs Thank you for your letter of 17 June concerning your Order  
and 30 "Green Finger" Grow Bags.  
Number 3457 for 20 hedge trimmers. [I am pleased to be able to N/P  
inform you that we have today sent these to you and they should  
be at your Garden Centre by Friday of next week. ] run on

I am enclosing our new catalogue as requested.

Yours faithfully

(PRESS: **RETURN** five times)

**ANGUS REED** — embolden

**SALES**

Enc

## 5.10 Consolidation exercise 4

From Opening Menu, open a document called: LETTER2, set margins of 10 and 65, make sure justification is on and that you are in single-line spacing.

Input the following:

**Ref AR/929**

**2 July 19..**

**Mr Peter Nador**

**Ridge Way Nursery**

**BLACKALLS**

**Lancs BK24 19QP**

**Dear Mr Nador**

**Just to confirm our telephone conversation of today concerning your order for 50 of our Grow Bags.**

**Many thanks for your comments regarding these bags – I am pleased that they are selling so well.**

**The grow bags have been despatched to you today and they should be at your nursery by Friday of next week.**

**Yours sincerely**

**Angus Reed**

**Sales**

End of text. Please edit your letter as suggested below.

**Ref AR/929**

**2 July 19 . .**

**Mr Peter Nador**

**Ridge Way Nursery**

**BLACKALLS**

**Lancs BK24 19QP**

**Dear Mr Nador**

**Just to confirm our telephone conversation of today concerning your order for 50 of our <sup>Green Finger</sup> Grow Bags.**

**Many thanks for your comments regarding these bags – I am pleased that they are selling so well.**

**The grow bags have been despatched to you today and they should be at your nursery by Friday of next week.**

**Yours sincerely** *Kind regards.*

**Angus Reed**

*v/s* **Sales**

## 5.11 Consolidation exercise 5

This exercise concludes the elementary section. The only new command here is a dot command regarding the page length. Please open a document called: LESSON5C

## 5.12 Dot command .PL

The default page length that Word Star gives you is 66. In order to change the page length to 60, make sure that your cursor is at the top of your screen in Main Menu and then:

- ▶ TYPE: **.PL60**
- ▶ PRESS: **RETURN**

**Note:** After you have been typing this exercise for a little while, you will see a row of hyphens. This is where your first page break will be.

Please input the exercise, save it, take a printout and keep it for reference.

## 5.13 End of elementary section

Having now completed the elementary section you have learnt: your start-up procedure, how to input text, cursor control, scrolling, deleting, inserting, saving, printing, changing margin settings, centring, changing line spacing, switching right hand margin justification on and off, marking blocks, moving marked blocks, deleting marked blocks, under-scoring, boldening and the dot commands to omit page numbering and change the page length.

This beginners' introduction may be as much as you need to know. A list of the commands you have learnt follows:

### Start up

- ▶ Switch on
- ▶ Insert disks

At A>:

▶ TYPE: **WS**  
PRESS: **RETURN**

### Close down

From Opening Menu:

- ▶ TYPE: **X**
- ▶ Remove disks
- ▶ Switch off

### Input

Typing is input at Main Menu.

### Cursor control

**CTRL** + **A** = left one word  
**CTRL** + **D** = right one character  
**CTRL** + **E** = up one line  
**CTRL** + **F** = right one word  
**CTRL** + **S** = left one character  
**CTRL** + **X** = down one line

**CTRL** + **Q** then **CTRL** + **E** = top of screen  
**CTRL** + **Q** then **CTRL** + **X** = bottom of screen  
**CTRL** + **Q** then **CTRL** + **D** = end of line  
**CTRL** + **Q** then **CTRL** + **S** = beginning of line  
**CTRL** + **Q** then **CTRL** + **R** = top of text  
**CTRL** + **Q** then **CTRL** + **C** = bottom of text

### Scrolling

**CTRL** + **W** = up a line  
**CTRL** + **Z** = down a line  
**CTRL** + **Q** then **CTRL** + **W** = scroll up continuously  
**CTRL** + **Q** then **CTRL** + **Z** = scroll down continuously

### Deletion

**CTRL** + **G** = delete character  
**DEL** = delete character to left of cursor

**CTRL** + **T** = delete word at cursor

**CTRL** + **Q** then **CTRL** + **Y** = delete from cursor to end of line

**CTRL** + **Y** = delete line

### Insertion

**CTRL** + **V** = insert off/on

**CTRL** + **N** = line space

**RETURN** = line space

### Block commands

**CTRL** + **K** then **CTRL** + **B** = set marker at beginning of block

**CTRL** + **K** then **CTRL** + **K** = set marker at end of block

**CTRL** + **K** then **CTRL** + **V** = move marked block

**CTRL** + **K** then **CTRL** + **Y** = delete marked block

**CTRL** + **K** then **CTRL** + **C** = copy marked block

### Editing

**CTRL** + **O** then **CTRL** + **C** = centre

**CTRL** + **O** then **CTRL** + **L** = set left margin

**CTRL** + **O** then **CTRL** + **R** = set right margin

**CTRL** + **O** then **CTRL** + **S** = alter line spacing, options from 1–9

**CTRL** + **O** then **CTRL** + **J** = switch on/off justification

**CTRL** + **B** = reformat paragraph

**CTRL** + **P** then **CTRL** + **S** = underscore (set at start and end of text)

**CTRL** + **P** then **CTRL** + **B** = embolden (set at start and end of text)

### Dot commands

TYPE: **.OP** = omit page numbering

TYPE: **.PL** = page length, input number, PRESS: **RETURN**

### Saving

**CTRL** + **K** then **CTRL** + **D** = save file

**CTRL** + **K** then **CTRL** + **X** = save and exit



**CTRL** + **K** then **CTRL** + **S** = save file and then return to Main Menu

**CTRL** + **K** then **CTRL** + **Q** = abandon file

## Printing

At Opening Menu:

▶ PRESS: **P**

▶ Input name of document to print

▶ PRESS: **RETURN**

▶ PRESS: **RETURN** after each of the printer questions

**CTRL** + **U** = stop printing

**CTRL** + **N** = recommence printing

**CTRL** + **Y** = abandon printing

# Intermediate section

## Section 6

In this section you are going to learn tabulation – how to set columns.

Open a document called: TABS

If you look at your ruler line you will see exclamation marks – these are your default tab stops and they occur at five space intervals. You have already used the tab command in the elementary section to indent your paragraphs. When you pressed **CTRL** + **I** , or the **TAB** key, your paragraphs were indented. For column work you will need to reset the tabs across the ruler.

### 6.1 Setting tab stops

The command to set tab stops is:

► PRESS: **CTRL** + **O** then **CTRL** + **I**

Word Star will then display a question on your screen asking at what character point you want the tab to be set; you then type in a number, e.g. 17 and PRESS: **RETURN**

### 6.2 Cancelling (clearing) a tab stop

The command to cancel a tab stop is:

► PRESS: **CTRL** + **O** then **CTRL** + **N**

Word Star will then display on screen: 'ESCAPE FOR CURSOR, 'A' FOR ALL'

If you only want to clear one tab, then:

- ▶ Type in the number, e.g. 17
- ▶ PRESS: **RETURN**

If you want to clear all your tabs:

- ▶ TYPE: **A**
- ▶ PRESS: **RETURN**

## 6.3 Clearing all tab stops

Please clear all your tab stops as follows:

- ▶ PRESS: **CTRL** + **O** then **CTRL** + **N**
- ▶ TYPE: **A**
- ▶ PRESS: **RETURN**

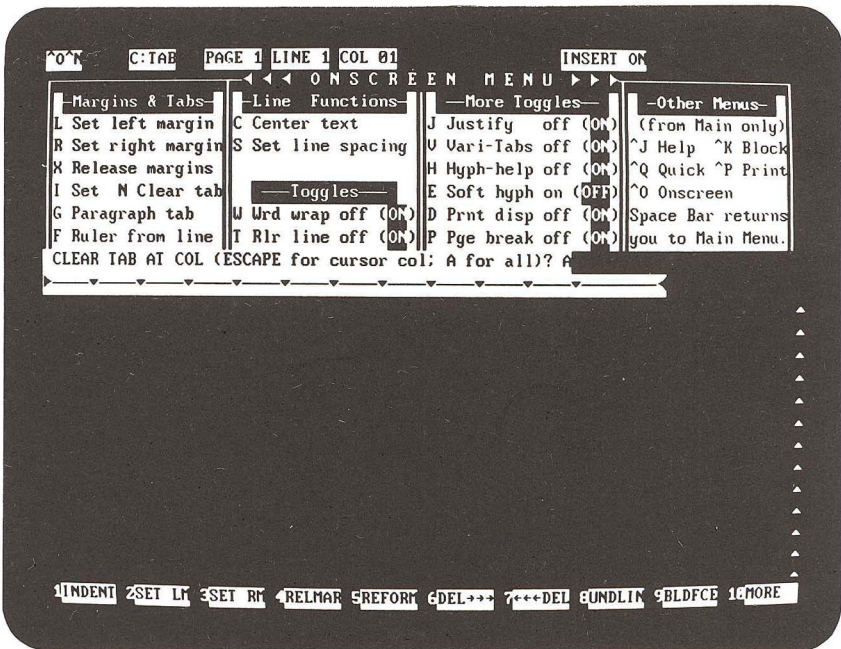


Photo 12 shows the screen with the command to clear all tab stops.

## 6.4 Setting tab stops

Would you now please set the following tab stops: 12, 29 and 44. To do this:

- ▶ PRESS: **CTRL** + **O** then **CTRL** + **I**
- ▶ TYPE: **12**
- ▶ PRESS: **RETURN**
  
- ▶ PRESS: **CTRL** + **O** then **CTRL** + **I**
- ▶ TYPE: **29**
- ▶ PRESS: **RETURN**
  
- ▶ PRESS: **CTRL** + **O** then **CTRL** + **I**
- ▶ TYPE: **44**
- ▶ PRESS: **RETURN**

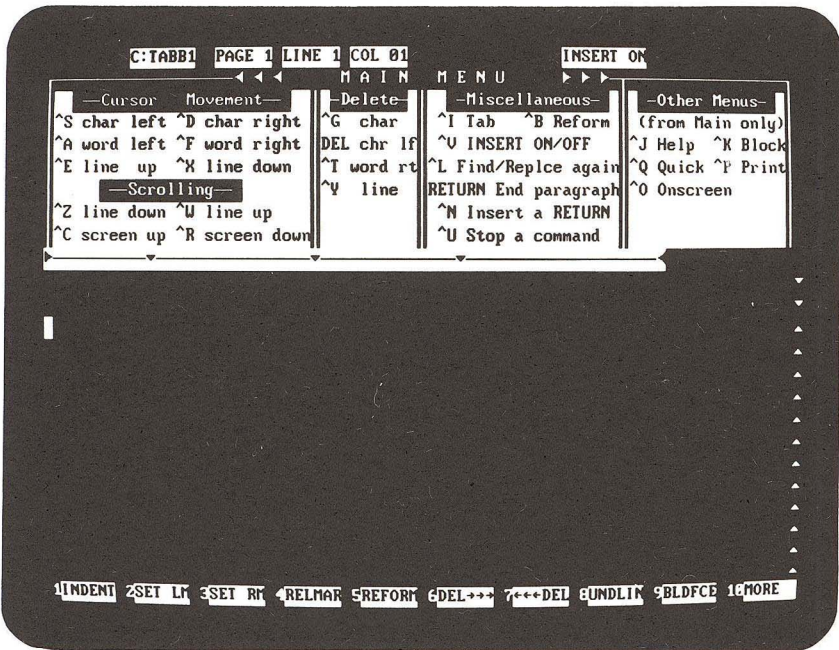


Photo 13 shows the new tab settings.

You have now set three tab stops.

## 6.5 Tabulation exercise 1

Please input the exercise following the instructions given:

- ▶ PRESS: **CTRL** + **I** (or, if you have a **TAB** key – PRESS: **TAB** instead of the **CTRL** + **I** command sequence)
- ▶ TYPE: **SOME COMMONLY MIS-SPELT WORDS**
- ▶ PRESS: **RETURN** twice
  
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *accommodation*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *unnecessary*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *inconvenience*
- ▶ PRESS: **CTRL** + **I** (*Note: Do not press **RETURN** here*)
- ▶ TYPE: *business*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *secretary*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *committee*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *correspondence*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *independent*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *instalment*

Your text should look like this:

### **SOME COMMONLY MIS-SPELT WORDS**

<i>accommodation</i>	<i>unnecessary</i>	<i>inconvenience</i>
<i>business</i>	<i>secretary</i>	<i>committee</i>
<i>correspondence</i>	<i>independent</i>	<i>instalment</i>

## 6.6 Tabulation exercise 2

Open a document called: TAB1. Cancel ALL tab stops. Set new tab stops at: 15, 30 and 46.

Please input the following tabulation exercise. Remember to PRESS: **CTRL** + **I** or your **TAB** key to move from tab stop to tab stop.

### **MORE COMMONLY MIS-SPELT WORDS**

<i>profession</i>	<i>separate</i>	<i>liaison</i>
<i>occur</i>	<i>occurred</i>	<i>occurrence</i>
<i>recur</i>	<i>recurred</i>	<i>recurrence</i>
<i>maintain</i>	<i>maintenance</i>	<i>miscellaneous</i>

End of text. Save and print out this exercise.

## 6.7 Moving columns

In the same way as you learnt in the elementary section to move blocks of text, you can also move and delete columns.

Retrieve the document: TABS

On screen you should now have:

### **SOME COMMONLY MIS-SPELT WORDS**

<i>accommodation</i>	<i>unnecessary</i>	<i>inconvenience</i>
<i>business</i>	<i>secretary</i>	<i>committee</i>
<i>correspondence</i>	<i>independent</i>	<i>instalment</i>

I would like you to revise this exercise as follows:

### **SOME COMMONLY MIS-SPELT WORDS**

<i>accommodation</i>	<i>unnecessary</i>	<i>inconvenience</i>
<i>business</i>	<i>secretary</i>	<i>committee</i>
<i>correspondence</i>	<i>independent</i>	<i>instalment</i>

To do this you prefix the usual block command with the column command: **CTRL** + **K** then **CTRL** + **N**

Carry out the following:

- ▶ Place cursor one space to the left of the word: accommodation.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **N**
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **B**
- ▶ Move cursor to the space after the 'e' of: correspondence.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

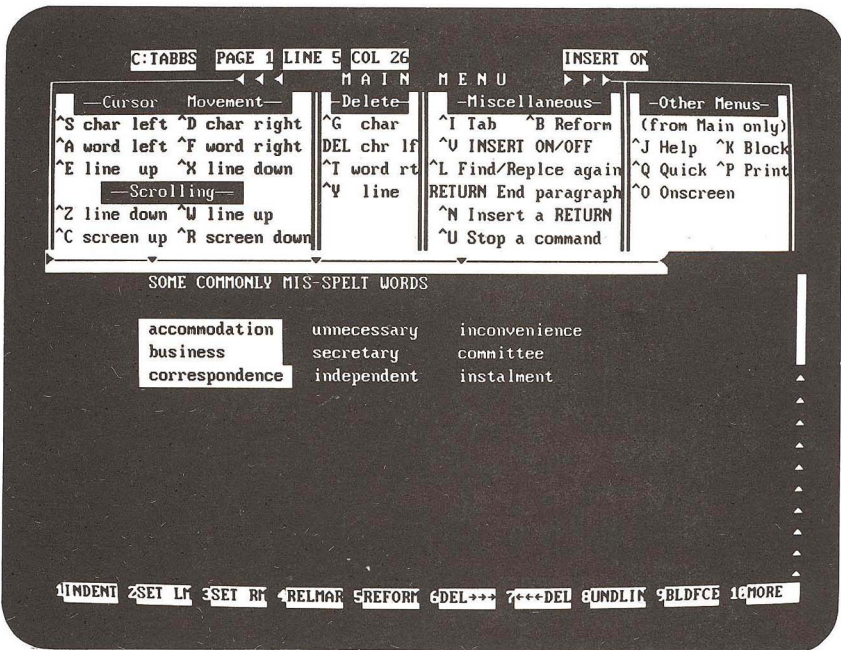


Photo 14 shows the column marked ready for moving.

You have now marked out the column, it will probably be highlighted on your screen. To move the column:

- ▶ Move your cursor one space to the right of the 'inconvenience' column.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **V**

To remove markers:

▶ PRESS: **CTRL** + **K** then **CTRL** + **H**

Exit from this document and then retrieve document: TAB1

## 6.8 Deleting a column

The document TAB1 should now be on display in Main Menu

### **MORE COMMONLY MIS-SPELT WORDS**

*profession*

*separate*

~~*liaison*~~

*occur*

*occurred*

~~*occurrence*~~

*recur*

*recurred*

~~*recurrence*~~

*maintain*

*maintenance*

~~*miscellaneous*~~

delete  
this  
column

In this exercise you are going to delete the last column. First of all you must mark out the column:

- ▶ Place your cursor one space to the left of the word: liaison.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **N**
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **B**
- ▶ Move your cursor one space to the right of the word: miscellaneous.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

Having marked out your column, to delete it:

▶ PRESS: **CTRL** + **K** then **CTRL** + **Y**

Exit from this document – either by saving it or by abandoning it.

## 6.9 Column work consolidation

Open a new document called: TAB2

Clear all tabs. Set new tab stops for the exercise below.

**Note:** To work out where tabs should be set, have your first column



begin at your default margin, which is 1. Then find the longest word in the first column. It is the word 'embarrassed' which is 11 characters long. Then you must allow for the space between the first and second column. I would suggest leaving 5 spaces – so you could set your first tab stop at 17 for the column headed 'bureaucracy'. Working on the same principle, I would suggest your next tab stop should be at 35 for the column headed 'category'. Your final tab stop should then be at 51 for the column headed 'colleagues'.

Type up the exercise, remembering to use your **CTRL** + **I** to move between tabs.

### **SPELLING LIST**

<i>accessible</i>	<i>bureaucracy</i>	<i>category</i>	<i>colleagues</i>
<i>embarrassed</i>	<i>feasible</i>	<i>february</i>	<i>forty</i>
<i>gauge</i>	<i>government</i>	<i>environment</i>	<i>negotiate</i>
<i>manoeuvre</i>	<i>mediterranean</i>	<i>schedule</i>	<i>successful</i>

End of text.

Now would you please amend the tabulation exercise as follows: transpose the two middle columns and delete the last column.

### **SPELLING LIST**

<i>accessible</i>	<i>bureaucracy</i>	<i>category</i>	<i>colleagues</i>
<i>embarrassed</i>	<i>feasible</i>	<i>february</i>	<del><i>forty</i></del> <i>delete</i>
<i>gauge</i>	<i>government</i>	<i>environment</i>	<del><i>negotiate</i></del>
<i>manoeuvre</i>	<i>mediterranean</i>	<i>schedule</i>	<del><i>successful</i></del>

Save and print out a copy of your table.

## **6.10 Decimal tab stops**

Tab work is usually used in business for columns of figures. Using the decimal tab command will help you to align the decimal points when

inputting amounts of money or figures, whether or not they actually have a decimal point.

Decimal tabs are set at the place where the decimal point occurs; or when inputting whole numbers the decimal tab is set where you want to align your figures, i.e. units under units, tens under tens, etc.

Open a document called: DECTABS

Carry out the following steps in order to set decimal tabs at points 5, 15 and 25. **Note:** When setting the decimal tab you prefix the number with #

▶ Clear all tab stops – i.e. PRESS: **CTRL** + **O** then **CTRL** + **N** , TYPE: **A** and PRESS: **RETURN**

▶ PRESS: **CTRL** + **O** then **CTRL** + **I**

▶ TYPE: **#5**

▶ PRESS: **RETURN**

▶ PRESS: **CTRL** + **O** then **CTRL** + **I**

▶ TYPE: **#15**

▶ PRESS: **RETURN**

▶ PRESS: **CTRL** + **O** then **CTRL** + **I**

▶ TYPE: **#25**

▶ PRESS: **RETURN**

## 6.11 Typing a table with decimal tabs

To move to the first decimal tab:

▶ PRESS: **CTRL** + **I**

▶ TYPE: **506.20**

▶ PRESS: **CTRL** + **I**

▶ TYPE: **12.19**

▶ PRESS: **CTRL** + **I**

▶ TYPE: **20.45**

▶ PRESS: **CTRL** + **I**

▶ TYPE: **1.50**

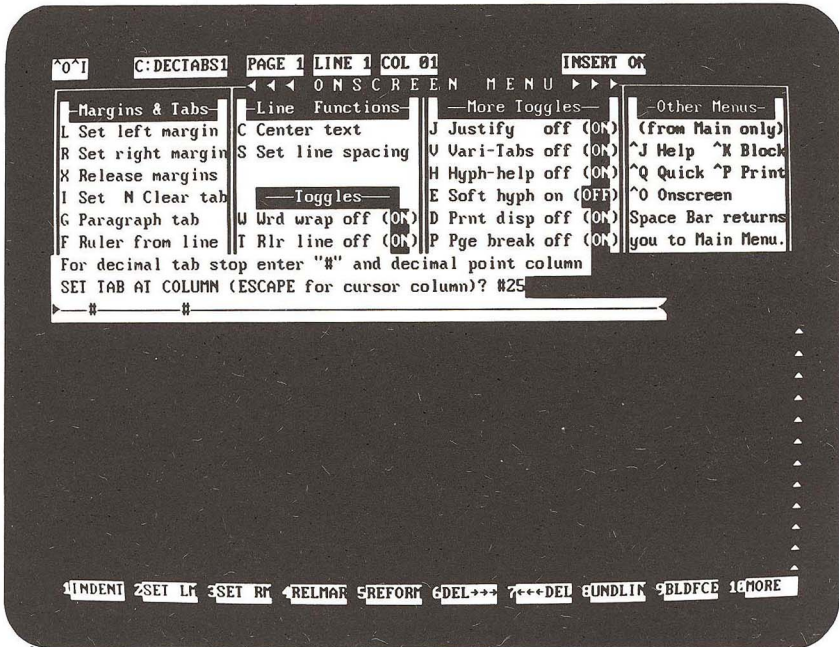


Photo 15 shows the decimal tab stops.

- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *500.67*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *402.90*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *1607.06*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *6.27*
- ▶ PRESS: **CTRL** + **I**
- ▶ TYPE: *12.19*
- ▶ PRESS: **RETURN**

Your table should look like this on your screen:

506.20	12.19	20.45
1.50	500.67	402.90
1607.06	6.27	12.19

Save and print out a copy of this table.

## 6.12 Consolidation exercise

From Opening Menu open a document called: DECTAB2. Having set your decimal tabs input the following figures using your decimal tab command:

<b>112.35</b>	<b>9.03</b>	<b>900.76</b>	<b>22.34</b>
<b>8.50</b>	<b>20.49</b>	<b>6.78</b>	<b>340.81</b>
<b>89.45</b>	<b>258.60</b>	<b>678.34</b>	<b>5632.90</b>

## 6.13 Justifying a column of figures with the right hand margin

Open a document called: LESSON6. Cancel all tab stops. Set margins of 20 and 60.

In order to type the following temperature chart exercise so that the right hand column ends flush with the right margin, set a decimal tab at the right margin as follows:

- ▶ PRESS: **CTRL** + **O** then **CTRL** + **I**
- ▶ TYPE: **60**
- ▶ PRESS: **RETURN**

### **WORLD TEMPERATURES** **14 DECEMBER**

<b>COUNTRY</b>	<b>TEMPERATURE</b>
	<b>C</b>
<b>ATHENS</b>	<b>14</b>
<b>AUCKLAND</b>	<b>20</b>
<b>BARBADOS</b>	<b>28</b>
<b>BOMBAY</b>	<b>25</b>
<b>BRUSSELS</b>	<b>3</b>

<b>HONG KONG</b>	<b>13</b>
<b>LONDON</b>	<b>10</b>
<b>MADRID</b>	<b>3</b>
<b>NEW YORK</b>	<b>7</b>
<b>SINGAPORE</b>	<b>30</b>
<b>SYDNEY</b>	<b>25</b>
<b>VANCOUVER</b>	<b>1</b>

End of text. Save and print out a copy of this table.

## 6.14 Consolidation exercise

Open a new document called: EXCHANGE. Set margins of 15 and 55, clear all tabs, then set a decimal tab at 55. Save and print.

### **STERLING RATES**

*at*

**14 December**

<b>COUNTRY</b>	<b>RATE</b>
<b>AUSTRALIA</b>	<b>2.09</b>
<b>CANADA</b>	<b>2.00</b>
<b>FRANCE</b>	<b>11.05</b>
<b>GERMANY</b>	<b>3.61</b>
<b>HONG KONG</b>	<b>11.18</b>
<b>ITALY</b>	<b>2464.00</b>
<b>JAPAN</b>	<b>290.69</b>
<b>NETHERLANDS</b>	<b>4.07</b>
<b>SPAIN</b>	<b>225.08</b>
<b>USA</b>	<b>1.44</b>

End of text.

# Section 7

In this section you will learn how to create standard forms.

In most businesses a variety of forms are used, e.g. memo forms, invoices, stationery requisition forms, telephone message forms. If the 'skeleton' form is saved onto disk it can then be retrieved, details infilled and a printout made.

## 7.1 Creating a standard memo form

Open a document called: MEMO1. Omit page numbering, set a page length of 60, set margins of 15 and 65. Input the following, remembering to centre and embolden the heading: MEMORANDUM.

### **MEMORANDUM**

**TO:**

**FROM:**

**REF:**

**DATE:**

**SUBJECT:**

End of text.

**Note:** Would you please now save this skeleton memo form.

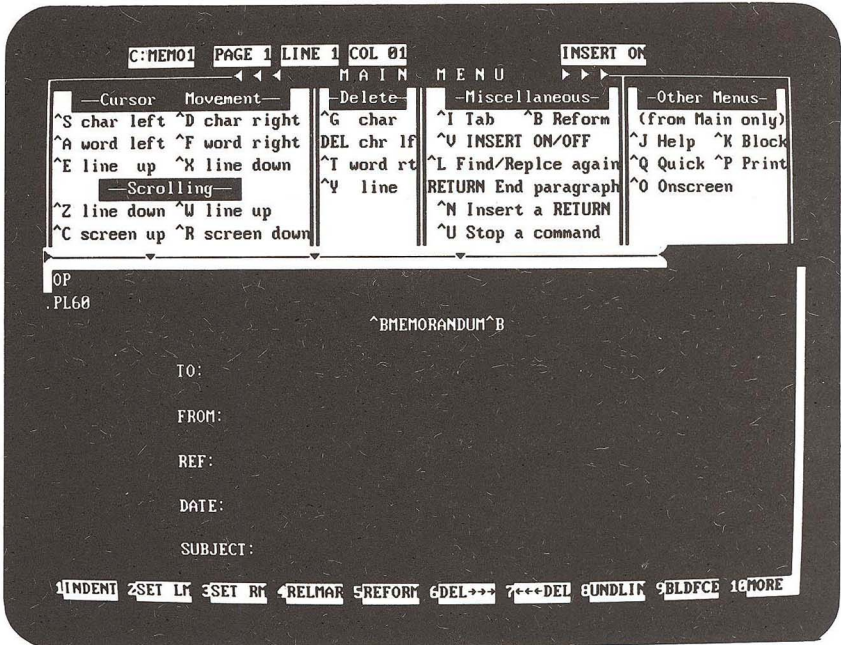


Photo 16 shows the memo form ready for saving for future use.

## 7.2 Infilling a memo form

From the Opening Menu retrieve the skeleton form as follows:

- ▶ PRESS: **D**
- ▶ TYPE: **MEMO1**
- ▶ PRESS: **RETURN**

Notice on your file index on your screen that the original skeleton memo form is now called: MEMO1.BAK. Please infill the memo with the details below – remember to use your cursor to infill the details on the memo form.

### **MEMORANDUM**

**TO: JOHN JACOBS, PERSONNEL OFFICE**  
**FROM: PAULA SMITH, ACCOUNTS**

**REF: PJ/LS**

**DATE: 19 OCTOBER 19..**

**SUBJECT: TEMPORARY RELIEF STAFF**

***Further to our recent telephone conversation, would you please advertise the temporary Relief Clerk positions in the Accounts Department as soon as possible.***

End of text.

Proof-read your memo, save and print out a copy.

## 7.3 Renaming a file

In order to re-use the original memo skeleton form you must re-name it. What has happened is this:

- ▶ You created a skeleton memo form called: MEMO1
- ▶ You saved this skeleton form.
- ▶ You recalled the skeleton form and infilled it, saved this amended form and printed it out.
- ▶ The amended form has now become MEMO1 and the original skeleton memo form has now become MEMO1.BAK

As you cannot retrieve a .BAK document for editing, you must now rename your MEMO1.BAK skeleton form as follows.

In Opening Menu:

- ▶ PRESS: **E**

The question: 'NAME OF DOCUMENT TO BE RENAMED?' will appear on your screen:

- ▶ TYPE: **MEMO1.BAK**
- ▶ PRESS: **RETURN**

You will then be prompted to rename your file:



- ▶ TYPE: **MEMO**
- ▶ PRESS: **RETURN**

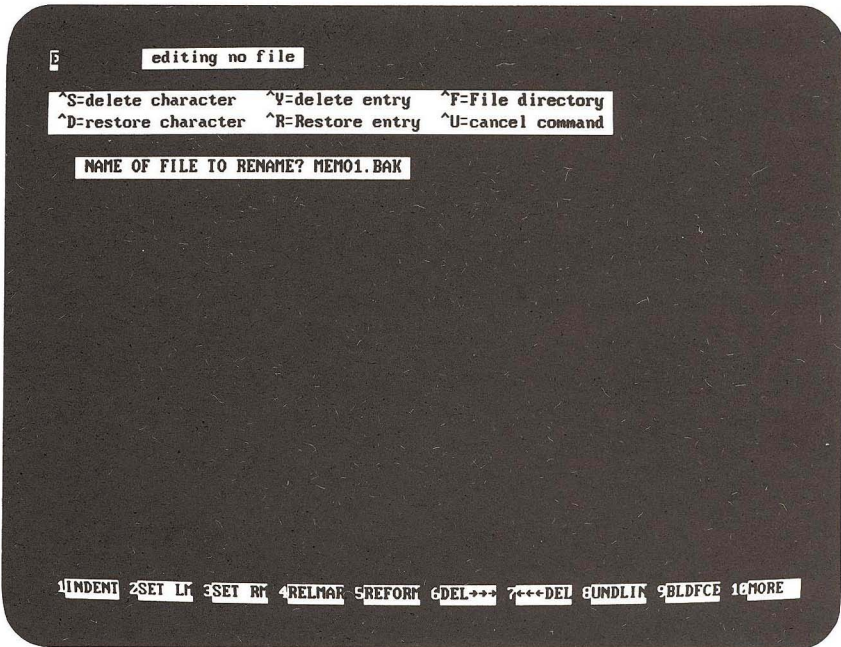


Photo 17 shows the screen in Opening Menu after Option 'E' has been selected in order to rename a file.

**Note:** Remember always to rename a .BAK file (back-up file) if you want to edit that document again otherwise you will not be able to retrieve it.

## 7.4 Consolidation

### Consolidation exercise: memo number 1

Retrieve your skeleton memo form; infill and print out the following:

#### **MEMORANDUM**

**TO: JANE YOUNG, WP TRAINEE**

**FROM: WP SUPERVISOR**  
**REF: WPS/1**  
**DATE: 21 JANUARY 19..**  
**SUBJECT: .BAK FILES**

*I understand that you are having a problem concerning Back-up files. Perhaps the following will help:*

*When you save a file, for example, under the name of: 'JANE', then that file becomes the current file. When you retrieve file: 'JANE', edit it and then re-save the edited version, the original file becomes the back-up file called: 'JANE.BAK'.*

*If you then decide to re-edit and save again the file called: 'JANE', your re-edited (or third) version would become the current file: 'JANE', your second edited version would become the back-up file: 'JANE.BAK', and your first version (the original) would be lost.*

*This is why it is important to rename a back-up file if you want to use it again.*

End of text. Save and print out a copy of this memo.

**Consolidation exercise: memo number 2**

Retrieve your original memo skeleton form and infill as follows:

**MEMORANDUM**

**TO: TONY HITCHIN, DISPLAY**  
**FROM: PHILLIP STACEY, SALES**  
**REF: PS/9XL**  
**DATE: 2 SEPTEMBER 19..**  
**SUBJECT: CHRISTMAS STORE DECORATIONS**

*Thank you for your memo, I do like your ideas for the Christmas*

*store decorations and activities – particularly your suggestion regarding some members of staff dressing-up as characters out of “Peter Pan”.*

*I will shortly post a notice inviting staff to volunteer for the major characters of Peter Pan, Captain Hook, Wendy and Tinkerbell.*

End of text. Please save and print out a copy of this memo.

## 7.5 Creating a standard invoice form

Open a document called: INVOICE1

Set new margins of 10 and 70, set a page length of 55, omit page numbering and clear all tab stops. Set new tab stops at 18, 34 and 48. Set decimal tab stops at 38 and 52. Type up the following exercise:

**SALES INVOICE**  
**PHOTO CENTRE**  
**3 LITTLE HAMPTON STREET**  
**LONDON WA1C 1GD**  
**01-123-007**  
**VAT NO: 92 175Y**

**SOLD TO:**

**DATE/TAX POINT:**

**INVOICE NO:**

**TERMS: NET 30 DAYS**

<b>QTY</b>	<b>DESCRIPTION</b>	<b>UNIT COST</b>	<b>AMOUNT</b>
------------	--------------------	------------------	---------------

End of text.

**Note:** Please now save this skeleton invoice form.

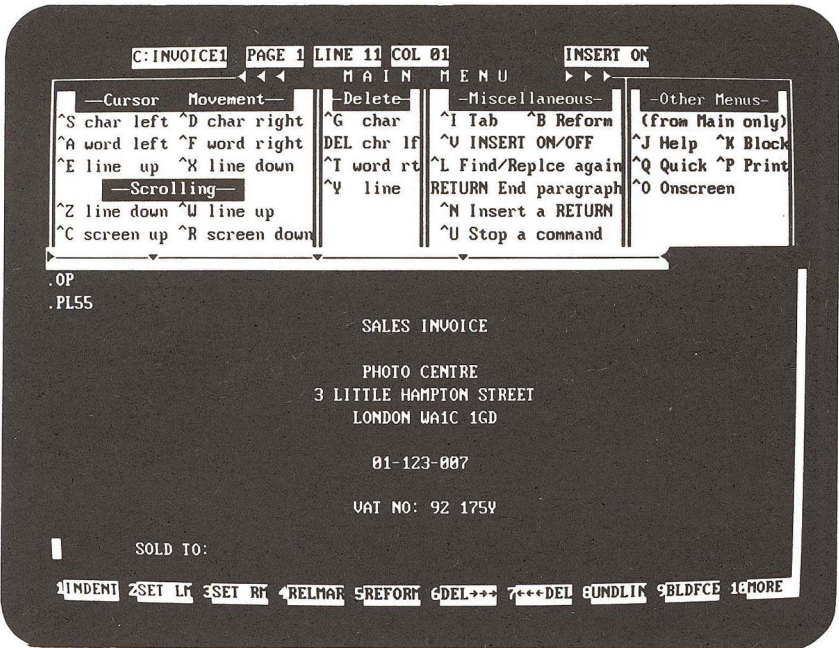


Photo 18 shows the standard invoice form ready for saving for future use.

## 7.6 Retrieving a skeleton invoice

Retrieve the document: INVOICE1

The details below are to be infilled on your skeleton invoice form. Remember to use your cursor to move around the screen and your tab command to move to tab settings.

**Note:** The decimal tab stops are set under the headings: 'UNIT COST' and 'AMOUNT'. When you have to infill 2.00 under 'UNIT COST':

- ▶ PRESS: **CTRL** + **I** to move to 'UNIT COST'
- ▶ PRESS: **CTRL** + **I** again to move to the decimal tab stop
- ▶ TYPE: **2.00**

When infilling 20.00 in the 'AMOUNT' column:

- ▶ PRESS: **CTRL** + **I** to reach the 'AMOUNT' column
- ▶ PRESS: **CTRL** + **I** to move to the decimal tab stop
- ▶ TYPE: **20.00**

**SOLD TO:**           **NORTH HANTS COLLEGE**  
                          **LINK WAY**  
                          **BASINGSTOKE**  
                          **RG21 1XP**

**DATE:**            *(Type in today's date)*

**INVOICE NO:**    **E1138**

**QTY:**             **10**

**DESCRIPTION:** **35 MM NEG SHEETS**

**UNIT COST:**    **£2.00**

**AMOUNT:**       **£20.00**

**QTY:**             **6**

**DESCRIPTION:** **PLASTIC TONGS**

**UNIT COST:**    **£2.50**

**AMOUNT:**       **£15.00**

**DESCRIPTION:** **INVOICE TOTAL**

**AMOUNT:**       **£35.00**

End of text.

Save this invoice, print a copy out, rename the INVOICE.BAK file to INVOICE.

Retrieve your skeleton invoice form and infill with the following details:

**SOLD TO:**           **QUEEN MARY'S SCHOOL**  
                          **BARTON WAY**  
                          **BRIGHTON**  
                          **BN7 3ER**

**DATE:** (Type in today's date)

**INVOICE NO:** 576YU

**QTY:** 5 BOTTLES

**DESCRIPTION:** DEVELOPING FIXER

**UNIT COST:** £6.00

**AMOUNT:** £30.00

**QTY:** 10

**DESCRIPTION:** PLASTIC TONGS

**UNIT COST:** £2.50

**AMOUNT:** £22.50

**QTY:** 20

**DESCRIPTION:** NEG SHEETS

**UNIT COST:** £2.00

**AMOUNT:** £40.00

End of text.

Print a copy of this invoice.

### **Consolidation**

Create a document called CV/ followed by your initials, e.g. CV/AMR, and input the following 'skeleton' curriculum vitae. Save this and then infill with your details when you want to use it to apply for a job.

### **CURRICULUM VITAE**

**NAME:**

**ADDRESS:**

**TELEPHONE NO:**

**DATE OF BIRTH:**

**MARITAL STATUS:**

**EDUCATION, QUALIFICATIONS AND TRAINING:**

**PRESENT EMPLOYMENT:**

**PREVIOUS EMPLOYMENT:**

**OTHER INFORMATION:**

**REFEREES:**

End of text.

Save this 'skeleton' CV and adapt it for your own use.

# Section 8

In this section you are going to look at standard paragraphs, also known as creating a glossary or boilerplating.

In business, a record would be kept with details of the document names of all the standard paragraphs created and saved. In this way it would be possible for the person dictating a letter, or other document, to request the w.p. operator to insert the appropriate paragraph where necessary.

## 8.1 Examples of standard paragraphs/sentences

- 1 Thank you for your order.
- 2 Thank you for your letter of
- 3 Further to our letter of
- 4 We wish to bring to your attention the following matter.
- 5 Further to our Invoice Number
- 6 We notice from our records that your account is now overdue and we should be grateful if you would send your cheque to us by return of post.
- 7 We are pleased to inform you that an appointment has been made for you to see our Chief Accountant on



- 8 The goods you require are in stock and will be despatched from our warehouse within 7 days.
- 9 The goods you have ordered are temporarily out of stock but we will let you know as soon as further stocks arrive.
- 10 May I take this opportunity of thanking you for your interest in the XYZ Company.
- 11 We look forward to hearing from you.
- 12 Your account is now 30 days overdue and we must now ask for settlement within 7 days or legal action will be taken to recover this debt.
- 13 If we can be of any further assistance to you please do not hesitate to contact us.
- 14 We apologise for any inconvenience caused to you.
- 15 Yours faithfully
- 16 Yours sincerely

## 8.2 Saving or 'writing' standard paragraphs

Open a document called: LESSON8 and when you are in Main Menu would you please key in the above standard paragraphs – leaving at least one clear line of space between each paragraph. Do not type in the numbers.

You are now going to save each of these paragraphs so that they can be 'read' into a business letter at a later date.

To do this you 'write' the paragraph or sentence to another file, as follows:

- 1 Move your cursor to the blank line above the first standard paragraph. Set a beginning of block marker as follows:

▶ PRESS: **CTRL** + **K** then **CTRL** + **B**

2 Move your cursor to the blank line after the first standard paragraph and set an end of block marker as follows:

▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

3 Now 'write' this paragraph to a file called: 1 as follows:

▶ PRESS: **CTRL** + **K** then **CTRL** + **W**

On screen the question: 'NAME OF FILE TO WRITE MARKED TEXT ON' will appear.

▶ TYPE: 1

▶ PRESS: **RETURN**

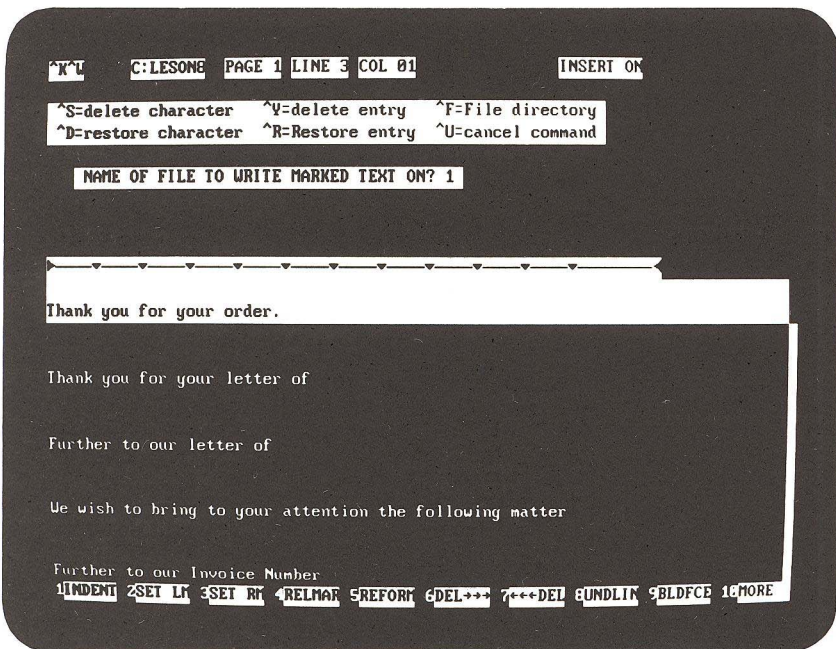


Photo 19 shows the screen after the command **CTRL** + **K** and **CTRL** + **W** in order to 'write' the file.

Your first standard paragraph has now been 'written', or saved, as a file called 1.

Repeat steps 1–3 for the remaining standard paragraphs and number them consecutively up to 16 when 'writing' them.

## 8.3 Recalling or 'reading' standard paragraphs

Open a document called: LETTER1A. In the following letter you are going to use standard paragraph numbers 4, 6, 11 and 15. When you reach the point in the letter where you are to 'read' standard paragraph number 4 you should:

▶ PRESS: **CTRL** + **K** then **CTRL** + **R**

You will then see the screen question: 'NAME OF FILE TO READ?'

▶ TYPE: **4**

▶ PRESS: **RETURN**

After the standard paragraph has been inserted, move your cursor to the blank line below the paragraph and repeat the 'read' command, i.e. **CTRL** + **K** then **CTRL** + **R** to 'read' standard paragraph 6. Follow this procedure to 'read' paragraphs 11 and 15 into your letter.

Input the following:

**Ref: JJ/LH**

**14 July 19 . .**

**Mr P Farley**

**196 High Street**

**LUTON**

**LU9 2KR**

**Dear Sir**

**NOTE: 'read' standard paragraph 4 in here.**

**NOTE: 'read' standard paragraph 6 in here.**

**NOTE: 'read' standard paragraph 11 in here.**

**NOTE: 'read' standard paragraph 15 in here.**

**CHIEF ACCOUNTANT**

End of text.

Save and print out a copy of this letter.

## 8.4 Consolidation

Open documents for the following three letters (suggestion: call them LETTER2A, LETTER3A and LETTER4A) and use the standard paragraphs indicated.

**LETTER2A**

**Ref: JJ/LH**

**14 July 19 . .**

**Mrs P Sims**

**19 Tangway**

**LEICESTER**

**LE9 1CE**

**Dear Madam**

Use paragraphs 2, 7, 10 and 15. The date to be used in paragraph 2 is **6 July** and in paragraph 7 is **30 July at 2.30 pm**. After the complimentary close, the letter is from the **Accounts Division**.

**LETTER3A**

**Ref: NK/462**

**(Date for today)**

**Mr J J Singh**

**Top of Town Gifts**

**Oxford Street**

**GLASGOW**

**GL9 10W**

**Dear Sir**

Use paragraphs 1, 8, 13 and 15. The letter is from the **Sales Division**.

**LETTER4A**

**Ref: JJ/LH**

**23 August 19 . .**

**Mr P Farley**

**196 High Street**

**LUTON**

**LU9 2KR**

**Dear Sir**

Use paragraphs 3, 12 and 15. The date to be used in paragraph 3 is **14 July**. The letter is from the **Chief Accountant**.

# Section 9

This section is about creating a standard letter.

In the advanced section of this book you will see that there are exercises using the Mail Merge function. If you do not have the Word Star Mail Merge program then you might like to work through this section instead to learn how to save a standard letter ready for inputting at a later date.

## 9.1 Inputting a standard letter

Open a document called: LESSON9

When you are in Main Menu input the following standard letter; remember to PRESS: **RETURN** at the end of it.

***Dear***

***An appointment has been made for you to attend the Fracture Clinic at this hospital on***

***If this appointment is not convenient would you please telephone 972359 ext 47 so that an alternative appointment can be arranged.***

***Yours sincerely***

***Appointments Clerk***

End of text.

## 9.2 'Writing' your standard letter to file

Set a beginning of block marker:

- ▶ Move your cursor to the blank line above 'Dear' (you may have to input a line, i.e. with your cursor on the 'D' PRESS: **RETURN** ).
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **B**

Now set an end of block marker:

- ▶ Move your cursor to the line space below 'Appointments Clerk' at the end of the letter.
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **K**

Now 'write' this letter to a file called: FC1 as follows:

- ▶ PRESS: **CTRL** + **K** then **CTRL** + **W**

In answer to the question 'NAME OF FILE TO WRITE MARKED TEXT ON?'

- ▶ TYPE: **FC1**  
PRESS: **RETURN**

Return to Opening Menu by PRESSING: **CTRL** + **K** then **CTRL** + **Q** to abandon the file.

## 9.3 'Reading' the letter from file

In Opening Menu, open a document called: LESSON9A

I want you to 'read' the standard letter into this exercise. In Main Menu, omit page numbering, i.e. TYPE: **.OP** and then input the following:

**Ref: FC1/NGG**

**1 May 19 . .**

**Mrs Y Simms**

**1 Flax Road**

**ALTON**

**GU9 4PB** (PRESS: **RETURN** )

► PRESS: **CTRL** + **K** then **CTRL** + **R**

In answer to the question: 'NAME OF FILE TO READ?'

► TYPE: **FC1**

PRESS: **RETURN**

The standard letter will be 'read' into your file at your cursor point.

Now please infill the letter with the name **Mrs Simms** on the salutation line and **19 May at 2.10 pm** next to the word 'on' at the end of the first paragraph. Save and print out a copy of this letter.

## 9.4 Consolidation

### Exercise 1

Would you please send another copy of this standard letter out. Open a new document, date the letter for **2 May 19 . . .**, the addressee is: **Mr J Rogers, 9 Regents Place, ALTON, GU9 9XY**. When you have 'read' the standard letter into the file, the salutation will be: **Dear Mr Rogers** and the appointment is on **21 May at 2.00 pm**.

Save and print out this letter.

### Exercise 2

Open a new document and create the following standard personal business letter. As this is a personal business letter the sender's address must be typed in (refer back to the text you input in Section 4.1 if necessary). I would suggest that you create a standard paragraph file for John Grosvenor's address so that this could be read into any personal letters that he was sending out, and then create a standard letter file for the letter.



**15 Hatfield Gardens  
LONDON  
SW19 4WA**

**Ph: 5432-90776**

**Dear**

**RE:**

**Would you please send further details and application form concerning the above position advertised in the**

**I am enclosing a stamped addressed envelope for these details.**

**Yours faithfully**

**John Grosvenor**

**Enc**

End of text.

Send out two copies of your standard letter. Date the letters for today please. Letter 1 is to **The Personnel Officer, Smith & Co, East Road, LONDON W12 8TR**. The subject heading will be **JUNIOR ACCOUNTANT** and the position was advertised in '**The Post**'.

Letter 2 is to the **Senior Administrative Officer, Kings College, Brook Road, LONDON W6 4DL**. The subject heading will be **ASSISTANT BURSAR** and the position was advertised in '**The Evening Gazette**'.

# Section 10

This section is about the Find and Replace command.

A nice feature of a word processor is its ability to find and replace words in your text where necessary. For example, you may have typed a letter mentioning the name 'Smithson' three or four times, and then you find out that the person's name should have been 'Smith'. With Word Star you can use the Find and Replace command to find 'Smithson' in the text and replace it with 'Smith'. Word Star can find a word or string of words up to a maximum of 30 characters.

**Note:** When using the Find and Replace command make sure your cursor is at the top of your text.

## 10.1 Using the Find and Replace command

Open a document called: LESSON10

Omit page numbering and set the page length at 55.

Input the following letter using the reference: JK/JS/AB and date the letter for today.

***Mrs J Harvey***  
***Personnel Officer***  
***Zipp-Zapp Company***

**Zipp Estate  
MANCHESTER  
M10 15YY**

**Dear Madam**

**Thank you for your letter requesting a reference for Miss Joanne Smithson.**

**Miss Smithson has been an employee of ours for 5 years since she joined us at the age of 16 as an apprentice electrician. Miss Smithson was an outstanding apprentice and was voted 'Apprentice of the Year' last year. Not only is her work of a high calibre but Miss Smithson is also a very likeable person who gets on well with colleagues and customers alike.**

**Miss Smithson is leaving us as she intends moving to the Manchester area. We have no hesitation in recommending Miss Smithson for the position of Assistant Electrician as we are sure you will find her to be an excellent employee.**

**Yours faithfully**

**J & C BROWN PCL**

**J WICKS**

**PERSONNEL MANAGER**

End of text. Move your cursor to the top of your text and then change the word 'Smithson' for 'Smith' throughout this letter. Instructions on how to do this follow.

## 10.2 Find and Replace command sequence

The command to find and replace a word is:

▶ PRESS: **CTRL** + **Q** then **CTRL** + **A**

On screen you will see the question: 'FIND?'

In the example above you would:

▶ TYPE: *Smithson*

▶ PRESS: **RETURN**

On screen you will then see the following question: 'REPLACE WITH?'

▶ TYPE: *Smith*

▶ PRESS: **RETURN**

On screen you will then see the words: 'OPTIONS' (?FOR INFO). You should:

▶ TYPE: *GN*

▶ PRESS: **RETURN**

The words will then be automatically changed for you. However, you will probably have to reformat your paragraphs, i.e.

▶ PRESS: **CTRL** + **B**

## 10.3 Find and Replace options

There are other Find and Replace options open to you in addition to the automatic replacing of one word for another. The options occur as follows:

**CTRL** + **Q** then **CTRL** + **F** is the command to find a word or string of words up to a maximum of 30 characters.

On screen you will then see the question: 'FIND?'

▶ TYPE: the word/s you want to find

▶ PRESS: **RETURN**

On screen you will then see the words: 'OPTIONS' (? FOR INFO)

There are six options open to you; you have already used two – G and N:

**G** = global (or entire file) search

**N** = automatic replacement

**B** = search backwards through the file

**U** = ignore upper or lower case, e.g. search for Smithson as well as smithson

**W** = search for the whole word. For example, if I wanted to change the word 'we' to 'you' in the text, if I just opted for the GN option then *every* occurrence of 'we' would be changed to 'you' – including words such as, followed. By pressing 'W' the system will look for the whole word only.

**n** = input a number, e.g. replace 'we' with 'you' on the first three occurrences in the text.

## 10.4 Using options

Now change the name back to 'Smithson' in your letter. This time use the command sequence:

▶ PRESS: **CTRL** + **Q** then **CTRL** + **A**

On screen will be: 'FIND?'

▶ TYPE: ***Smith***

▶ PRESS: **RETURN**

On screen will be: 'REPLACE WITH?'

▶ TYPE: ***Smithson***

▶ PRESS: **RETURN**

On screen will be: 'OPTIONS' (?FOR INFO)

▶ TYPE: **G**

▶ PRESS: **RETURN**

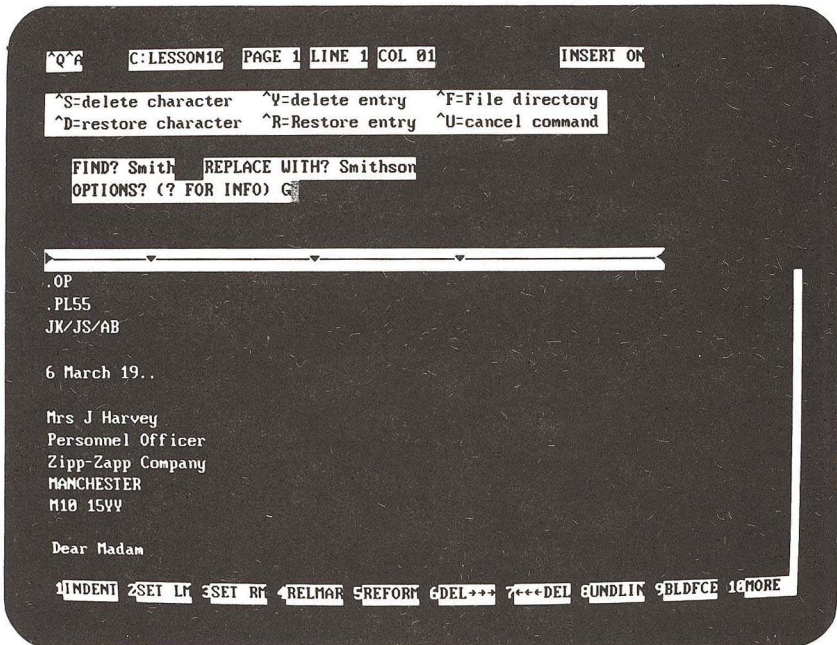


Photo 20 shows the Find and Replace command: **CTRL** + **Q** then **CTRL** + **A** .

Your cursor will move to the first occurrence of 'Smith' and on the far right of your status line you will see: 'REPLACE (Y/N)'

► PRESS: **Y**

Your cursor should move automatically to the next occurrence of 'Smith' but if it does not then:

► PRESS: **CTRL** + **L**

## 10.5 Consolidation exercises in Find and Replace

### Exercise 1

Retrieve the document called: LESSON4 and change the word 'typing' to 'inputting' by using the Find and Replace command sequence:

▶ PRESS: **CTRL** + **Q** and **CTRL** + **A**

When 'FIND?' appears:

▶ TYPE: *typing*

▶ PRESS: **RETURN**

When 'REPLACE WITH?' appears:

▶ TYPE: *inputting*

▶ PRESS: **ESCAPE**

Your cursor will move to the first occurrence of the word 'typing' and you will be asked 'REPLACE (Y/N)'.

▶ TYPE: **Y** to replace.

▶ PRESS: **CTRL** + **L** to move to the next occurrence of the word.

When the 'NOT FOUND' message appears on your screen:

▶ PRESS: **ESCAPE**

## **Exercise 2**

Open a document called: LESN10A

Input the following:

*Word Star allows you to find and change words in your passage. You are given various options by the system, for example, a command to search the whole passage and change every occurrence of the word or a selective search whereby you Press: Y if you do want to change the word or CTRL + L if you want to move to the next occurrence of the word in your passage. When Word Star has checked for each occurrence of the word the message: 'NOT FOUND' will be displayed – you should then Press: ESCAPE.*

End of text. Would you please replace the word 'passage' with 'text' each time it occurs. Would you also find the word 'occurrence' and check that you have spelt it correctly. Please also replace the word 'change' with 'replace' each time it occurs. Remember to reformat the paragraph at the end of the exercise, save it and take a printout.

### **Exercise 3**

Open a new document, give it a suitable name, set margins of 10 and 60, a page length of 60 and omit page numbering. Input the following letter:

**Ref: JH/WT**

(Date the letter for today)

**Miss J Smith**

**45 Hill Drive**

**NORFOLK**

**NR6 7LK**

**Dear Miss Smith**

**POST OF ASSISTANT ELECTRICIAN**

**Further to your interview** (insert here last Friday's date please) **I am pleased to inform you that you have been selected for the post of Assistant Electrician.**

**I am attaching two copies of your employment contract giving full details of salary, holiday entitlement, etc.**

**If you wish to accept this post would you please sign both copies of your contract, retain one for yourself and return the other one to me as soon as possible.**

**We look forward to you commencing with us on** (insert here the date for the first Monday of next month) **and in the meantime if you have any queries please do not hesitate to contact me.**



**Your first few days with Zipp-Zapp will be an induction period where you will be shown round the company, introduced to other staff members and attend our in-service Health and Safety At Work course which we like all our new members of staff to attend.**

**Yours sincerely**

**ZIPP-ZAPP COMPANY**

**J HARVEY (Mrs)**

**Personnel Officer**

**Enc**

End of text.

Would you now please make the amendments to this letter as shown below:

**Ref: JH/WT**

(Date the letter for today)

**Miss J Smith**

**45 Hill Drive**

**NORFOLK**

**NR6 7LK**

**Dear Miss Smith**

**POSITION**

**POST OF ASSISTANT ELECTRICIAN**

*change 'post' to 'position'  
each time it occurs*

**Further to your interview** (insert here last Friday's date please) **I am pleased to inform you that you have been selected for the post of Assistant Electrician.** *position*

**I am attaching two copies of your employment contract giving full details of salary, holiday entitlement, ~~etc.~~ health insurance scheme and superannuation.**

If you wish to accept this <sup>position</sup> post would you please sign both copies of your contract, retain one for yourself and return the other one to me as soon as possible.

We look forward to you commencing with us on (insert here the date for the first Monday of next month) and in the meantime if you have any queries please do not hesitate to contact me.

Your first few days with Zipp-Zapp will be an induction period where you will be shown round the company, introduced to other staff members and attend our inservice Health and Safety At Work course which we like all our new members of staff to attend.

*Yours sincerely*

**ZIPP-ZAPP COMPANY**

**J HARVEY (Mrs)**

**Personnel Officer**

**Enc**

Take a hard copy of this revised letter.

# Section 11

In this section you will be using the superscript and subscript special characters, e.g. as in 9°C and H<sub>2</sub>O. Please note, however, that subscript and superscript characters only work with incremental printers.

## 11.1 Superscript

The command sequence for superscript is:

- ▶ PRESS: **CTRL** + **P** then **CTRL** + **T**
- ▶ TYPE: Character/s for superscript
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **T**

## 11.2 Subscript

The command sequence for subscript is:

- ▶ PRESS: **CTRL** + **P** then **CTRL** + **V**
- ▶ TYPE: Character/s for subscript
- ▶ PRESS: **CTRL** + **P** then **CTRL** + **V**

## 11.3 Using superscript and subscript commands

Please retrieve your skeleton memo form and infill it as follows:

**MEMORANDUM**

**TO: MAINTENANCE OFFICER**  
**FROM: STAFFING OFFICER**  
**REF: CD/VH**  
**DATE: 9 January 19 . .**  
**SUBJECT: LOW OFFICE TEMPERATURE**

*I wish to bring to your attention the very cold conditions which staff are experiencing on the First Floor of the Hathaway Building.*

*Last Monday the temperature in Mrs Bigg's office was 11°C and this Monday it was only 9°C. As you are aware this is well below the acceptable temperature level at which staff should work and I would be grateful if you could look into this matter as soon as possible. I would stress that it is usually a Monday when temperatures are low, by Tuesday the temperature has risen to around the 20°C mark.*

End of text. Save and print out a copy of this memo. Remember to rename your .BAK file for your skeleton memo form.

Please retrieve your memo form and infill with these details:

**MEMORANDUM**

**TO: SALES MANAGER**  
**FROM: PUBLICITY MANAGER**  
**REF: 196/SP**  
**DATE: (date for today please)**  
**SUBJECT: MINERAL WATER**

*This is to confirm that the name our mineral water is to be marketed under is: H<sub>2</sub>O.*

***We hope to have H<sub>2</sub>O available by the end of August and I will be sending details to your shortly concerning the H<sub>2</sub>O advertising campaign.***

End of text. Save and print out a copy of this memo. Remember to rename your .BAK file for your skeleton memo form.

## 11.4 End of intermediate section

You have now completed the intermediate section and have learnt to: set column tabs, set decimal tabs, move columns, delete columns, create standard forms, re-name back-up files, create standard paragraphs, 'write' standard paragraphs, 'read' standard paragraphs, create standard letters, find and replace, use superscript and subscript.

The following exercise concludes the intermediate section. Open a document called: LESSON11. Input the following, save it, take a printout and keep it for future reference.

### Tabulation and columns

**CTRL** + **O** then **CTRL** + **I** = set tab  
**CTRL** + **O** then **CTRL** + **N** = clear tab  
**CTRL** + **I** = move to tab stop  
**CTRL** + **K** then **CTRL** + **N** = used with markers to block a column

### Rename a file

TYPE: *E* at the Opening Menu

### Standard paragraphs/glossaries

**CTRL** + **K** then **CTRL** + **W** = 'write' a file  
**CTRL** + **K** then **CTRL** + **R** = 'read' a file

### Find and Replace

**CTRL** + **Q** then **CTRL** + **A** = find and replace  
**CTRL** + **Q** then **CTRL** + **F** = find

- G** = global search
- N** = automatic replace
- B** = backward search
- W** = whole word search
- U** = search for upper and lower case
- n** = search for 'n' times
- CTRL** + **L** = move to next occurrence of word

### Special characters

- CTRL** + **P** then **CTRL** + **T** = superscript
- CTRL** + **P** then **CTRL** + **V** = subscript

# Advanced section

## Section 12

This section is about pagination and printing with headers and footers.

### 12.1 Dot commands

Open a document called: LESSON12 and then set margins of 15 and 65, input the following list of dot commands, use your underscore or embolden command to give emphasis to headings or to any other words you would like to give prominence to, then save and print out a copy.

**Note:** When inputting this exercise, leave a space before typing the dot, e.g. PRESS: space bar once, then TYPE: **.PL = SET PAGE LENGTH**. If you do not leave a space, Word Star will read the instruction as a command.

#### **DOT COMMANDS**

*The dot commands concern pagination and page layout with particular reference to the page length, top and bottom margins and headers and footers. The dot must be typed at the left margin to indicate to the system that the following is a command to the printer only. You have already used the first two dot commands:*

**.PL = SET PAGE LENGTH**

*Used to set the page length, followed by the number of lines you want printed on the paper. The default page length is 66.*

***.OP = OMIT PAGE NUMBERING***

*Word Star automatically places a page number at the foot of each page. If you do not want pages numbered, use the omit page dot command.*

***.PN = REPLACE PAGE NUMBERING***

*This command returns Word Star to automatic page numbering after a .OP command.*

***.HM = HEADER MARGIN***

*This is the number of blank lines between the 'header' and the main text. The default is two. To alter this, Type: .HM followed by a number and Press: RETURN.*

***.FM = FOOTER MARGIN***

*This is the number of blank lines between the text and the 'footer', e.g. the page number. The default is two. To alter this, Type: .FM followed by a number and Press: RETURN.*

***.MT = TOP MARGIN***

*The top margin is the number of clear lines of space that are automatically turned up by the printer before the text is printed. The default is three lines. To alter this, Type: .MT followed by a number and Press: RETURN.*

***.MB = BOTTOM MARGIN***

*The bottom margin is the number of clear lines of space that are automatically left blank by the printer. The default is eight lines. To alter this, Type: .MB followed by a number and Press: RETURN.*

***.PA = START A NEW PAGE***

*This command can be used at a point in the text where you want a*



*new page to commence. However, like all dot commands it must be on a separate line and the dot must be typed at the left margin.*

***.CP = CONDITIONAL PAGE BREAK***

*This command can be used towards the end of a page during inputting of text when you do not want the paragraph to be split by a page break. To insert this command you move your cursor to a new line and Type: .CP followed by a number, e.g. .CP5 would tell Word Star to keep the following five lines together either on this page or carry them over to the next page.*

***.HE = HEADER***

*This is the command which prefixes the 'header' that you might want printed at the top of each page. For example, you could Type: .HE WORD STAR DOT COMMANDS and then Press: RETURN and this heading would be printed at the top of each page.*

***.FO = FOOTER***

*This is the command which prefixes the 'footer'. The default footer is the automatic page numbering.*

***.IG = IGNORE***

*This is a command which you might use to identify a file – but do not want the identification printed out. For example at the top of the text you could Type: .IG FILE 19/72W followed by RETURN. The 'FILE 19/72W' would always be displayed on screen when this document was retrieved but it would not be printed out at the top of the document.*

***.. = IGNORE***

*This is the same as the .IG command except you just type in two dots.*

End of text. Save this document and take a printout.

## 12.2 Pagination

Would you please retrieve the document: LESSON12. Insert line spaces at the top of your text by PRESSING: **RETURN** and then at the top of your screen and on separate lines, commencing at the left-hand margin each time, insert the dot commands for the following:

Set a page length of 55

Set a header margin of 3

Set a header: **WORD STAR DOT COMMANDS**

Scroll down through the text and find where the page breaks are (shown by a row of dots or hyphens across your screen). If a page break is going to break up one of your paragraphs, e.g. if it is cutting through the paragraph covering the dot command for the top margin, then move your cursor to the line space above the paragraph heading, which in this case would be, .MT = TOP MARGIN and TYPE: **.CP7** followed by **RETURN** . You will see the page break move to ensure that the paragraph is kept together.

Continue scrolling through your work and when you find the next page break, if it is going to break up a paragraph use the .CP command again.

The top of the screen should look like this:

.PL55

.HM3

.HE WORD STAR DOT COMMANDS

Save this revised version and print it out.

## 12.3 Consolidation exercises

### Exercise 1

Retrieve LESSON5C

Change the page length to 55. Insert the header: **ELEMENTARY**

**SECTION COMMANDS.** Set a new page break so that the paragraph heading: **START UP** commences on a new page. Scroll down through the exercise and set conditional page breaks where you think necessary. Save and print a copy out.

## **Exercise 2**

Retrieve LESSON11

Set a page length of 55, a top margin of 5 and a bottom margin of 5. Insert the header: **INTERMEDIATE SECTION COMMANDS**. Set a header margin of 5 and a footer margin of 5. Scroll through your text and set conditional page breaks where necessary. Save and print a copy out.

## **Exercise 3**

Open a document called: AGENTS1, which is an estate agent's details relating to a house: 17 Fiveways Close, Marsbury. Set a page length of 55, insert the header: **17 FIVEWAYS CLOSE, MARSBURY** and you want the pages to be numbered.

**A SPACIOUS SEMI-DETACHED PROPERTY ON THREE FLOORS WITH:**

**\*SPACIOUS RECEPTION ROOMS**

**\*HALL**

**\*LOUNGE**

**\*DINING ROOM**

**\*BREAKFAST ROOM/KITCHEN**

**\*THREE BEDROOMS**

**\*BATHROOM**

**\*GARDEN**

**17 Fiveways Close, Marsbury is conveniently located within easy walk of shops, station and health centre.**

## **CONSTRUCTION**

***Built at the turn of the century this property is of three floors with colour wash elevations under a tiled roof.***

## **POSSESSION**

***The property offers immediate vacant possession.***

## **THE ACCOMMODATION COMPRISES:**

***ENTRANCE LOBBY: with light.***

***HALL: with stairs to first floor and door to cellar.***

***CELLAR: 13' x 12'***

***SITTING ROOM: 15' x 12', with fitted gas fire and modern tiled fireplace.***

***LIVING ROOM: 12' x 10' 7", open fireplace in brick surround. Understairs cupboard.***

***KITCHEN: with stainless steel sink unit and plumbing for automatic washing machine. Door to garden.***

## **FIRST FLOOR**

***LANDING: with stairs to second floor.***

***BEDROOM 1: 12' x 11', with open fireplace.***

***BEDROOM 2: 10' 6" x 9' 10", with fitted cupboard.***

***BATHROOM: with panelled bath and shower unit, low level wc, wash basin, airing cupboard with hot tank.***

## **SECOND FLOOR**

### **GALLERIED LANDING**

***BEDROOM 3: 17' x 10'***

## **OUTSIDE**

**THE GARDEN:** at the rear of the property provides a lawned area, flower borders and an area reserved for vegetables. The front garden has a small flower bed area enclosed by a wall and wooden gate.

**SERVICES:** all mains connected.

**RATES:** rateable value of £150.00, current rates payable £220.90

**PRICE:** £45,500

End of text.

Proof-read your text and then make the corrections and amendments asked for below.

## **A SPACIOUS SEMI-DETACHED PROPERTY ON THREE FLOORS WITH:**

**\*SPACIOUS RECEPTION ROOMS**

**\*HALL**

**\*LOUNGE**

**\*DINING ROOM**

**\*BREAKFAST ROOM/KITCHEN**

**\*THREE BEDROOMS**

**\*BATHROOM**

**\*GARDEN**

EMBOLEDEN

**17 Fiveways Close, Marsbury is conveniently located within easy walk of shops, station, and health centre, and schools.**

v/s CONSTRUCTION

Built at the turn of the century this property is of three floors with colour wash elevations under a tiled roof.

v/s POSSESSION

The property offers immediate vacant possession.

A

THE ACCOMMODATION COMPRISES: *Embolden and v/s*

ENTRANCE LOBBY: with light.

HALL: with stairs to first floor and door to cellar.

CELLAR: 13' x 12'

SITTING ROOM: 15' x 12', with fitted gas fire and modern tiled fireplace.

LIVING ROOM: 12' x 10' 7", open fireplace in brick surround. Understairs cupboard.

KITCHEN: with stainless steel sink unit and plumbing for automatic washing machine. Door to garden.

FIRST FLOOR ← *embolden and v/s*

LANDING: with stairs to second floor.

BEDROOM 1: 12' x 11', with open fireplace.

BEDROOM 2: 10' 6" x 9' 10", with fitted cupboard. *Double fitted wardrobe*

BATHROOM: with panelled bath and shower unit, low level wc, wash basin, airing cupboard with hot tank.

SECOND FLOOR ← *embolden and v/s*

GALLERIED LANDING

BEDROOM 3: 17' x 10'

**OUTSIDE**

← embolden and u/s

**THE GARDEN:** <sup>is 'L' shaped to</sup> <sup>providing</sup> ~~at the rear of the property provides~~ a lawned area, flower borders and an area reserved for vegetables. The front garden has a small flower bed area enclosed by a wall and wooden

insert gate.

**A**

here →

**SERVICES:** all mains connected.

**RATES:** rateable value of £150.00, ~~current rates payable £220.90~~

01

**PRICE:** £45,500

Having made these alterations to your text, would you please scroll down through the passage and find where the page breaks are and, if a page break is going to break up one of your paragraphs, put in a conditional page break command to make sure that the lines of the paragraph are kept together. Make a hard copy of these details.

**Exercise 4**

Open a document called: AGENTS2, set a page length of 50 and leave a 3" space where indicated to allow for the photograph of the cottage. The header is: **3 QUEENS COTTAGES, FERRY ROAD, JUNESBURY** and the footer is: **OPEN MON-SAT 9-6 AND SUNDAYS 11-4.** Input the following:

**CASTLE AND BROWN ARE PLEASED TO BE THE SOLE AGENTS FOR THIS FREEHOLD CHARMING QUIANT TERRACED COTTAGE**

(Note: Leave space here for photograph of cottage) 3" or 75mm

**The cottage was built in Victorian times and is set within a quiet road not far from the river. Although recently modernised it still retains some original features.**

**\*DINING ROOM**

**\*SITTING ROOM**

**\*KITCHEN**

**\*2 BEDROOMS**

**\*BATHROOM**

**\*GARDEN**

**THE ACCOMMODATION COMPRISES:**

**HALL: with stairs to first floor.**

**FIRST FLOOR**

**BEDROOM 1: 10' 5" × 12', fitted cupboard.**

**BEDROOM 2: 12' 3" × 10' 6", built in wardrobe with louvre doors.  
Double glazed window.**

**BATHROOM: 6' × 12' Original restored bath with mixer taps and  
shower unit. Wash hand basin, low level wc, heated towel rail,  
airing cupboard and water tank.**

**DINING ROOM: 10' 5" × 12', understairs cupboard. Double glazed  
window.**

**SITTING ROOM: 10' 5" × 12', open fireplace with wood burning  
stove.**

**KITCHEN: 6' × 9', with stainless steel double drainer sink. Fitted  
cupboards. Door to garden.**

**GARDEN**

**50' rear garden mostly laid to lawn with 3 fruit trees. Garden shed.  
Outside wc with mahogany seat. Small front garden with flower  
beds enclosed by an ornamental wall and wrought iron gates.**

**SERVICES: all services available.**



**RATES:**

**Rateable value: £190, rates payable: £206.20**

**PRICE: £50,950 ono**

**VIEWING: Strictly by appointment only with CASTLE AND BROWN  
by telephone Junesbury: 978665. Ref: 7006/21**

End of text.

Proof-read your work, make sure you have put in your header and footer commands and then make the amendments to your passage as indicated below.

*embolden*  
**CASTLE AND BROWN ARE PLEASED TO BE THE SOLE AGENTS  
FOR THIS FREEHOLD ~~CHARMING~~ <sup>CHARMING</sup> QUIANT TERRACED COTTAGE**

(Note: Leave space here for photograph of cottage)

*Reduce space to 2" or 50mm*

**The cottage was built in Victorian times and is set within a quiet road not far from the river. Although recently modernised it still retains ~~some~~ <sup>many</sup> original features.**

*embolden*  
**\*DINING ROOM**

**\*SITTING ROOM**

**\*KITCHEN**

**\*2 BEDROOMS**

**\*BATHROOM**

**\*GARDEN**

*v/s* **THE ACCOMMODATION COMPRISES:**

**HALL: with stairs to first floor.**

u/s **FIRST FLOOR**

**BEDROOM 1:** 10' 5" × 12', fitted cupboard.

**BEDROOM 2:** 12' 3" × 10' 6", built in wardrobe with louvre doors.  
Double glazed window.

**BATHROOM:** 6' × 12' Original restored bath with mixer taps and shower unit. Wash hand basin, low level wc, heated towel rail, airing cupboard and water tank.

**DINING ROOM:** 10' 5" × 12', understairs cupboard. Double glazed window.

**SITTING ROOM:** 10' 5" × 12', open fireplace with wood burning stove.

**KITCHEN:** 6' × 9', with stainless steel double drainer sink. Fitted cupboards. Door to garden.

u/s **GARDEN**

Pine panelled walls, new flooring. Ceiling light track with spotlights.

50' rear garden mostly laid to lawn with 3 fruit trees. Garden shed.

Outside wc with mahogany seat. Small front garden with flower beds enclosed by an ornamental wall and wrought iron gates.

**SERVICES:** all services available.

Hard standing for car.

**RATES:** run on

Rateable value: £190, rates payable: £206.20

**PRICE:** £50,950 ono

Put in conditional page breaks to ensure that paragraphs are kept together.

**VIEWING:** Strictly by appointment only with **CASTLE AND BROWN** by telephone <sup>ing</sup> Junesbury: 978665. Ref: 7006/21

When you have made the amendments to your text, save and print out a copy of these details.

# Section 13

This section teaches you when and how to use Mail Merge.

Mail Merge, also known as List Processing, can be one of the most useful features of a word processor for the business which sends out standard letters to its clients. Please note that Word Star Mail Merge will only run if you have the Mail Merge program with your software.

There are three useful ways of operating Mail Merge: one, where you input and save your standard letter then retrieve it when you want to send the standard letter to one particular client; the second, where you merge your standard letter with an address file so that all your clients on the address file receive a personalised copy of the standard letter; and the third is the 'conditional' Mail Merge where not all clients receive the same letter – one paragraph may differ from letter to letter.

## 13.1 Variables

You will come across the term 'variables' relating to Mail Merge. Variables are the information (or data) which varies from one letter to another, e.g. the date, name and address of the addressee and perhaps certain details in the letter, such as an appointment date and time. Variables are also known as 'fields' or 'parameters'.

## 13.2 Creating your standard letter

In this exercise you will be using the following dot commands – some will be new to you as they are only used in conjunction with the Mail Merge program:

- . . FILE = for information only – the text is not printed
- .OP = omit page numbering
- .AV = ask for variable, i.e. Word Star to ask what you want inserted here
- .RP = repeat process, i.e. return to the beginning and start again
- .PA = commence page break

In the letter part you will notice that you have to type an ampersand (&) either side of the variable – you *must* make sure you do this.

Open a document called: LETTER.001

In Main Menu set margins of 15 and 65. Now tell the system the name of the file for further reference, i.e., use a . . dot command:

- ▶ TYPE: **. . FILE LETTER.001**
- ▶ PRESS: **RETURN**

Omit page numbering:

- ▶ TYPE: **.OP**
- ▶ PRESS: **RETURN**

Now for the first 'variable' – the date. Use the dot command: .AV, i.e., tell Word Star to ask for that variable when you want this letter printed:

- ▶ TYPE: **.AVDATE1**
- ▶ PRESS: **RETURN**

Now for the name of the person:

- ▶ TYPE: **.AVNAME1**
- ▶ PRESS: **RETURN**

Now for the person's address:

- ▶ TYPE: **.AVADDR1**
- ▶ PRESS: **RETURN**
- ▶ TYPE: **.AVADDR2**
- ▶ PRESS: **RETURN**
- ▶ TYPE: **.AVADDR3**

► PRESS: **RETURN**

Now for the salutation line:

► TYPE: **.AVNAME2**

► PRESS: **RETURN**

Now for the date to be inserted in the letter:

► TYPE: **.AVDATE2**

► PRESS: **RETURN** twice

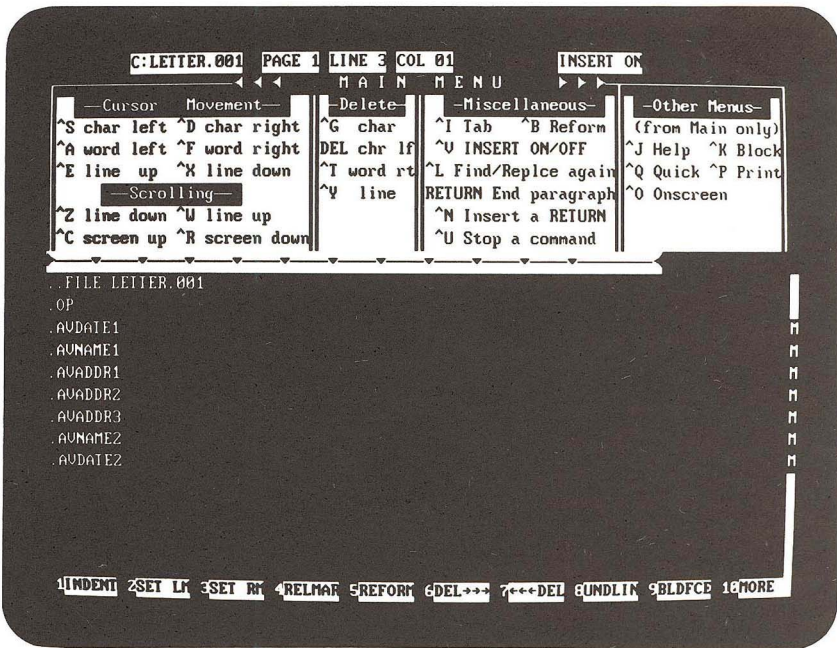


Photo 21 shows the screen with the .AV commands inserted.

Type up the letter, exactly as shown:

**Ref: JW/AS**

**&DATE1&**

&NAME1&  
 &ADDR1&  
 &ADDR2&  
 &ADDR3&

Dear &NAME2&

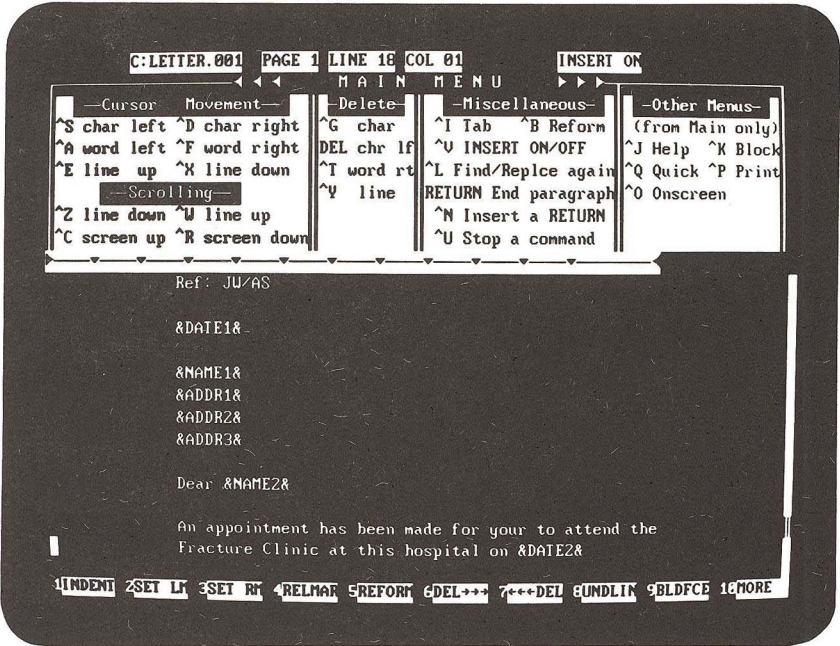


Photo 22 shows the screen with the standard letter.

***An appointment has been made for you to attend the Fracture Clinic at this hospital on &DATE2&***

***If this appointment is not convenient would you please telephone 972359, ext 47 so that an alternative appointment can be arranged.***

***Yours sincerely***

**APPOINTMENTS CLERK**

**.PA**

End of text. Save this standard letter:

▶ PRESS: **CTRL** + **K** then **CTRL** + **D**

## 13.3 Infilling with variables

Following the instructions below, I want you to send this standard letter to:

**Mrs Y Simms**

**1 Flax Road**

**ALTON**

**GU9 4PB**

Date the letter for **1 May 19 . .** and make **Mrs Simms'** appointment for **19 May at 2.10 pm.**

To do this, from the Opening Menu, select M for Mail Merge:

▶ PRESS: **M**

In answer to the screen question: 'NAME OF DOCUMENT?'

▶ TYPE: **LETTER.001**

▶ PRESS: **RETURN**

The printer questions should now appear on your screen. PRESS: **RETURN** after answering each question unless you are using separate sheets of paper when you should PRESS: **Y** after the question: 'PAUSE FOR PAPER CHANGE (Y/N)'

Printing will not commence until you have answered the following questions:

"DATE1?"

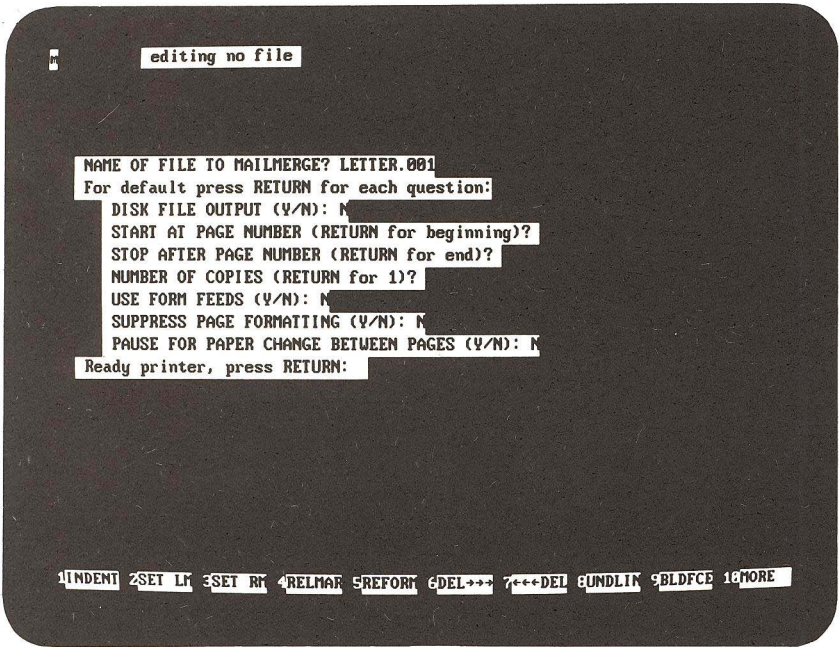


Photo 23 shows the screen in Opening Menu after 'M' has been selected for Mail Merge.

- ▶ TYPE: *1 May 19 . .*
- ▶ PRESS: **RETURN**

"NAME1?"

- ▶ TYPE: *Mrs Yvonne Simms*
- ▶ PRESS: **RETURN**

"ADDR1?"

- ▶ TYPE: *1 Flax Road*
- ▶ PRESS: **RETURN**

"ADDR2?"

- ▶ TYPE: *ALTON*
- ▶ PRESS: **RETURN**



"ADDR3?"

- ▶ TYPE: **GU9 4PB**
- ▶ PRESS: **RETURN**

"NAME2?"

- ▶ TYPE: **Mrs Simms**
- ▶ PRESS: **RETURN**

"DATE2?"

- ▶ TYPE: **19 May at 2.10 pm**
- ▶ PRESS: **RETURN**

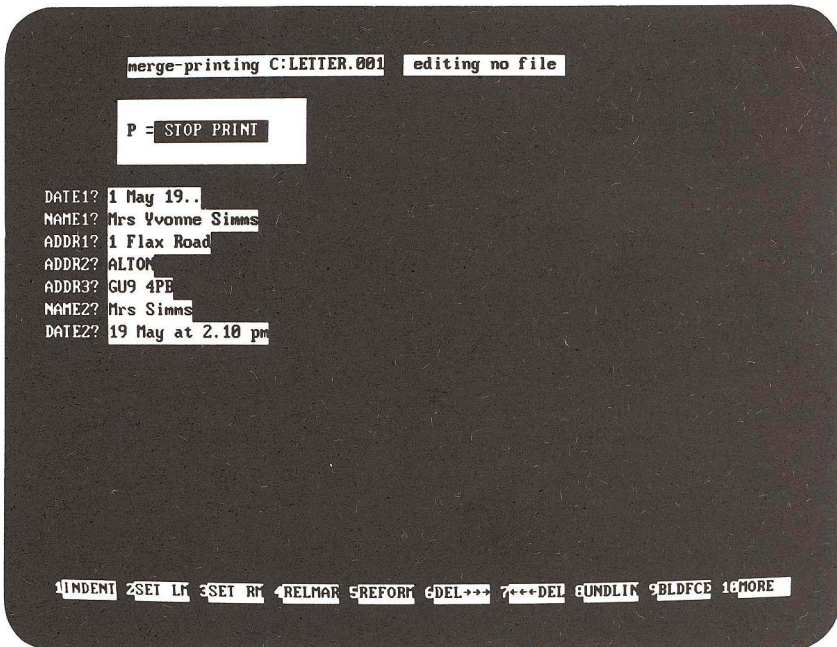


Photo 24 shows the 'variable' screen questions that have to be answered in order for the Mail Merge to take place.

The standard letter will now become a 'personalised' letter for Mrs Simms.

## 13.4 Multiple copies of a standard letter

If you wanted to send out several copies of your standard letter you could use the dot command: `.RP` – repeat process – followed by a number, e.g. 2 and the process would be repeated twice.

- ▶ Retrieve document: LETTER.001
- ▶ Move your cursor to the line space below “.AVDATE2”
- ▶ TYPE: `.RP2`

Now save this amended version of your standard letter. You are now going to send out two copies of your standard letter, one copy to:

**Mr J Rogers**  
**9 Regents Place**  
**ALTON**  
**GU9 9XY**

Date the letter for **2 May 19 . .** The salutation line will be: **Mr Rogers** and the appointment date and time will be **21 May at 2 pm**.

The other copy of your standard letter is for:

**Ms G Page**  
**57 Church Lane**  
**BENTWORTH**  
**GU24 6WZ**

Date the letter for **2 May 19 . .** The salutation line will be: **Ms Page** and the appointment date and time will be **21 May at 2.15 pm**.

Follow the instructions given in Section 13.3 but notice after you have answered the questions: “DATE1?”, “NAME1?” etc., and after the first letter has been printed, Word Star will automatically start the questions for the second letter. This is because you put in the dot command: `.RP2`, i.e. repeat process twice.

## 13.5 Consolidation

Open a document called: LETTER.002

This is the standard letter:

*Thank you for attending interview recently.*

*The calibre of all applicants for the position was extremely high but unfortunately you were not selected for this particular post. However, we would like to keep your details on file and should another position become available shortly, then we will contact you again.*

*Thank you for your interest in the XYZ Company and I am enclosing a cheque to cover your interview expenses.*

*Yours sincerely*

**J CARTWRIGHT  
PERSONNEL OFFICER**

**Enc**

End of text. Would you please input this standard letter and then print three copies out for:

**Mrs V Hitching  
21 Queens Avenue  
CAMBRIDGE  
CB1 1HN**

**Miss J Smythe  
19 Vine Street  
LONDON  
N11 2YY**

**Ms P Hargreaves**  
**6 Sally Lane**  
**LONDON**  
**SW18 2PY**

If you need help then the top of your standard letter should look like this:

```
.. FILE LETTER.002
.OP
.AVNAME1
.AVADDR1
.AVADDR2
.AVADDR3
.AVNAME2
.RP3
```

Remember at the end of your letter after you have typed 'Enc', set a page break, i.e. TYPE: **.PA** and then save this letter.

If you need help with the merging of this letter then follow the instructions below:

From Opening Menu, select M, the screen question: 'NAME OF FILE TO MAIL MERGE' will appear, you should then TYPE: **LETTER.002** and PRESS: **RETURN**. Answer the printer questions and then infill the candidate's details (variables) against the questions asked by Word Star. After each letter has been printed Word Star will automatically ask for the details of the next letter.

## 13.6 Merging a letter file with an address file

A useful feature offered by Word Star is the ability to merge an address file with a standard letter. This is of particular value when a business wishes to send out perhaps a sales mail shot to all clients. In the

exercise you are going to input, the business is sending out a notice to all its clients.

These are the dot commands you will be using in this exercise:

- . FILE = for information only
- .OP = omit page numbering
- .DF = data file, i.e. insert the address file here
- .RV = read values, i.e. input here in the order shown in the address file
- .PA = page break

Open a document called: LETTER.003 and input the following:

```
.. FILE LETTER.003  
.OP  
.DFADDRDATA  
.RVNAME1,ADDR1,ADDR2,ADDR3,NAME2
```

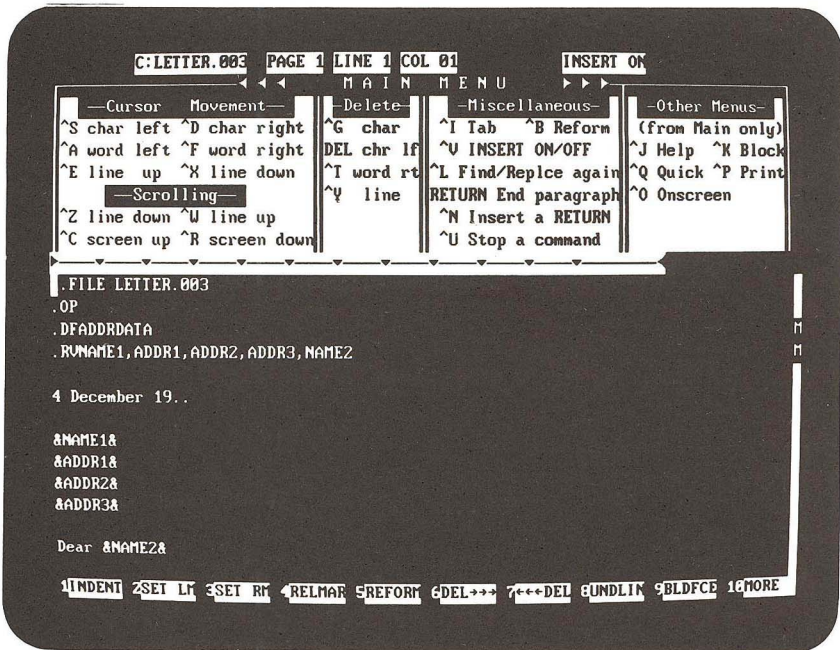


Photo 25 shows the standard or 'matrix' letter.

**4 December 19 . .**

**&NAME1&**

**&ADDR1&**

**&ADDR2&**

**&ADDR3&**

**Dear &NAME2&**

***We have decided this year to close for the Christmas/New Year Holiday from 23 December until 3 January.***

***We would like to take this opportunity of thanking you for your custom throughout the year and wish you a very Happy Christmas and a Prosperous New Year.***

***Yours sincerely***

**J MACINTYRE**

**SALES MANAGER**

**.PA**

End of text. Proof-read your text, correct any errors, make sure you have typed the dot command .RV exactly as shown, i.e. no spaces after the commas. Save this standard letter.

## 13.7 The data file, or address file

In business you would probably be sending this notice out to all your clients on your address list. However, for this exercise you will be sending the letter out to just five clients.

From Opening Menu open a Non Document File as follows:

► PRESS **N** (**Note:** Do not PRESS: **D** )

In answer to the screen question: "NAME OF FILE TO EDIT?"

- ▶ TYPE: **ADDRDATA**
- ▶ PRESS: **RETURN**

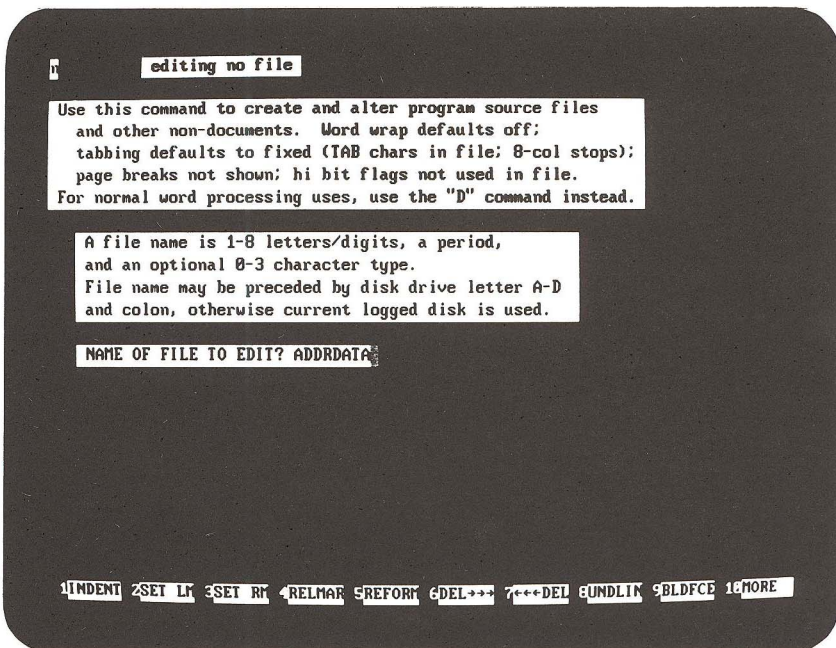


Photo 26 shows the Opening Menu after 'N' has been selected to open a 'Non Document file'.

Your screen will now be in 'Non Document File'. Automatic word wrap has been switched off which allows you to type each client's address on one line. Each address will have five variables, or five fields. These match the five spaces left in your standard letter, i.e. spaces for the name, first line of the address, second line of the address, third line of the address and the name on the salutation line. Each field must be separated by a comma. If the field contains a comma as in standard punctuation, then use quotation marks around the field. **Note:** The number of fields must always match up with the number of field spaces left in the letter. If you do not know what to enter at any time, don't worry, just PRESS: your space bar and type a comma – the space will take the place of that particular field.

Input this list of five clients to send your standard letter to – type each address on the one line exactly as shown and then PRESS: **RETURN** .

*Mrs J Wain,1 High Way,LONDON,EC6 9PG,Mrs Wain  
 Mr T Hill,3 Leaf Grove,BRENTFORD,TW8 7DX,Mr Hill  
 Ms D Simms,4 Win Street,BASINGSTOKE,RG21 1DD,Ms Simms  
 Miss C Lowe,6 Broad Street,GUILDFORD,GU14 9FG,Miss Lowe  
 Mr A Jones,19 South Road, PETERSFIELD,PO16 4TT,Mr Jones*

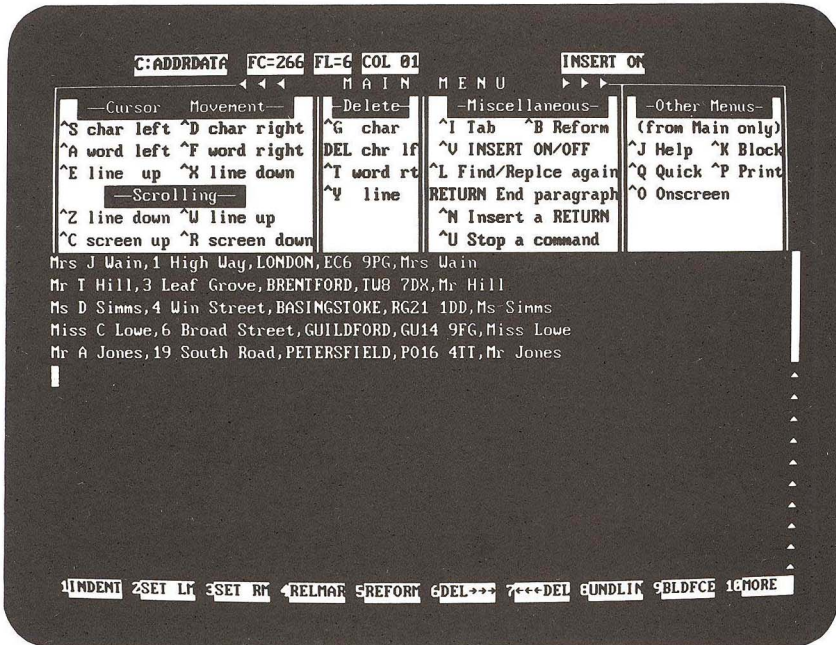


Photo 27 shows the data file.

► PRESS: **CTRL** + **K** then **CTRL** + **D** to save ADDRDATA

## 13.8 Merging

From Opening Menu:

► PRESS: **M**

When the screen question: "NAME OF FILE TO MAIL MERGE?" appears:



- ▶ TYPE: **LETTER.003**
- ▶ PRESS: **RETURN**

If you are printing on continuous stationery PRESS: **RETURN** after answering each of the printer questions. If you are using sheets of paper, PRESS: **Y** in answer to the question: "PAUSE FOR PAPER CHANGE BETWEEN PAGES (Y/N)"

## 13.9 Addressing envelopes

It is possible to use your data file, ADDRDATA, to print out the envelopes for your clients.

From Opening Menu:

- ▶ PRESS: **D**

When the question: "NAME OF FILE TO EDIT?" appears:

- ▶ TYPE: **ENVELOP1**
- ▶ PRESS: **RETURN**

In Main Menu, input the following:

```
.. FILE ENVELOP1  
.OP  
.PL25  
.MT10  
.MB0  
.DFADDRDATA  
.RVNAME1,ADDR1,ADDR2,ADDR3
```

- ▶ PRESS: **CTRL** + **P** then **CTRL** + **C**
- ▶ PRESS: **CTRL** + **K** then **CTRL** + **D**

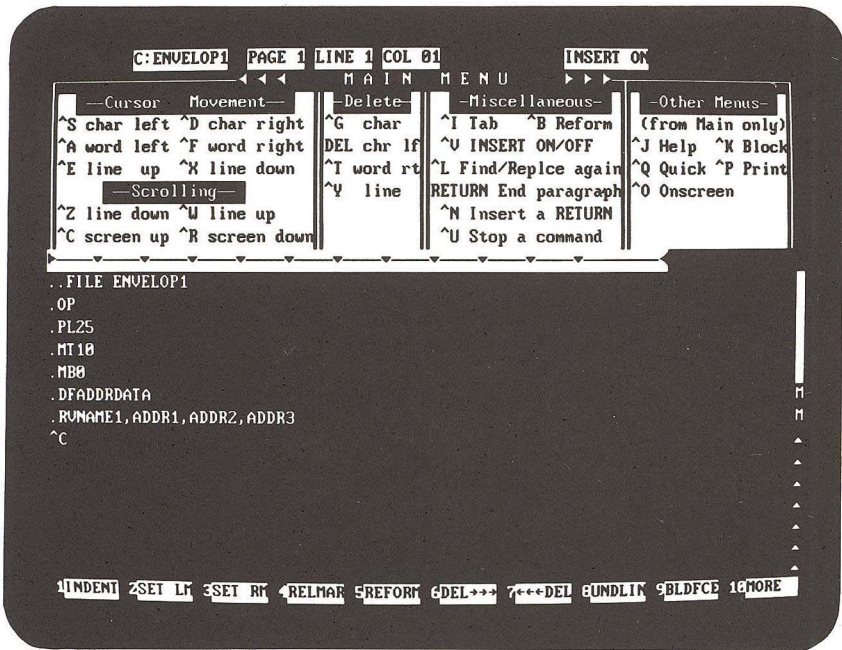


Photo 28 shows the dot commands to print envelopes from a data file.

What you have done here is set a page length of 25, a top margin of 10 and no bottom margin. **CTRL** + **P** then **CTRL** + **C** informs Word Star to pause, allowing another envelope to be inserted.

► Insert the first envelope in your printer.

From Opening Menu:

► PRESS: **M**

In answer to "NAME OF FILE TO MAIL MERGE?"

► TYPE: **ENVELOP1**

► PRESS: **RETURN**

► PRESS: **P** each time you are ready to address a new envelope. When the last envelope has been printed Word Star will return you automatically to the Opening Menu.

## 13.10 Conditional Mail Merge

Conditional Mail Merge is useful when you want to write one letter for two purposes. For example, you might want to call some applicants for an interview but also use the same letter to turn down other applicants. The first exercise in this section shows you how to do this by inputting the 'matrix' letter and merging this with two files. You will be using two new Mail Merge dot commands here: `.SV` = set this variable and `.CS` = clear the screen ready for some more information.

Open a document called: LETTER.004 and, when in Main Menu, input the following:

***.. FILE LETTER.004 (prints invite or reject letter)***

***.CS***

***.AV"ENTER THE FILE NAME (INVITE/REJECT)",FILENAME***

***.AV"ENTER TODAY'S DATE",DATE***

***.FIOPENING***

***Thank you for your recent application letter.***

***.FI&FILENAME&***

***May we take this opportunity of thanking you for your interest in the XYZ Company.***

***Yours sincerely***

***PERSONNEL***

Save this 'matrix' letter.

From looking at this letter you will see that you now need to create three files called: OPENING, INVITE and REJECT.

### **The opening file**

The opening file will include the person's name, address and the salutation line.

From Opening Menu open a document called: OPENING and when you are in Main Menu input the following:

***.. FILE:OPENING (Name, address and salutation)***

***.AV"ADDRESSEE'S NAME",NAME1***

***.AV"ADDRESSEE'S STREET",ADDR1***

***.AV "ADDRESSEE'S TOWN",ADDR2***

***.AV"ADDRESSEE'S POST CODE",ADDR3***

***.AV"Dear",NAME2***

***.CS***

***&DATE&***

***&NAME1&***

***&ADDR1&***

***&ADDR2&***

***&ADDR3&***

***Dear &NAME2&***

***.. End of file.***

► PRESS: **RETURN** and then save this document.

### **The invite file**

From Opening Menu open a file called: INVITE and when you are in Main Menu input the following:

***.. FILE:INVITE (applicants for interview)***

***.SVINVITE***

***Would you please telephone the Personnel Office, 973451 Ext 99, so that a mutually convenient time can be arranged for an interview.***

***.. End of file***

► PRESS: **RETURN** and then save this document.

## The reject file

In Opening Menu would you please open a document called: REJECT.  
When in Main Menu input the following:

**.. FILE:REJECT (turns down applicants for interview)**

**.SVREJECT**

**Unfortunately on this occasion your application was not successful.**

**.. End of file.**

▶ PRESS: **RETURN** and then save this document.

## Printing the Conditional Mail Merge letter

When in Opening Menu select the Mail Merge option:

▶ PRESS: **M**

When "NAME OF FILE TO MAIL MERGE?" appears:

▶ TYPE: **LETTER.004**

▶ PRESS: **ESCAPE** (*Note:* You PRESS: **ESCAPE** and not **RETURN** )

Questions appear on your screen as follows:

"ENTER THE FILENAME (INVITE/REJECT)"

▶ TYPE: **INVITE**

▶ PRESS: **RETURN**

"ENTER TODAY'S DATE"

▶ TYPE: in today's date

▶ PRESS: **RETURN**

"ADDRESSEE'S NAME1"

- ▶ TYPE: *Mr P Gold*
- ▶ PRESS: **RETURN**

“ADDRESSEE’S STREET”

- ▶ TYPE: *14 HIGH STREET*
- ▶ PRESS: **RETURN**

“ADDRESSEE’S TOWN”

- ▶ TYPE: *CAMBRIDGE*
- ▶ PRESS: **RETURN**

“ADDRESSEE’S POST CODE”

- ▶ TYPE: *CB6 4QY*
- ▶ PRESS: **RETURN**

“DEAR”

- ▶ TYPE: *Mr Gold*
- ▶ PRESS: **RETURN**

If your printer is all set up, a letter will be printed out inviting Mr Gold to telephone to arrange an interview time. When the letters have been printed out, PRESS: space bar once to return to the Opening Menu.

Send out a copy of the INVITE LETTER to candidates numbered 1–3 below and the REJECT LETTER to candidates numbered 4–6.

1 *Mrs C Houghton*  
*14 Cumbria Close*  
*PETERBOROUGH*  
*PB1 2PL*

2 *Miss N Patel*  
*6 Conway Road*  
*CAMBRIDGE*  
*CB10 9JM*

- 3 **Mr W Johnson**  
**4 Pelican Place**  
**IPSWICH**  
**IP9 6LB**
- 4 **Mr K Cox**  
**1 Rubery Lane**  
**BIRMINGHAM**  
**BR23 5AL**
- 5 **Ms S Stuart**  
**15 Shrubbery Road**  
**CAMBRIDGE**  
**CB9 8HG**
- 6 **Mr L Boroughs**  
**78 High Cliff**  
**PAIGNTON**  
**TQ4 3CX**

## 13.11 Mail Merge consolidation exercises

### Exercise 1

Create the following letter file and then merge it with the address file you created in Section 13.7. Call this letter file: LETTER.005

**14 April 19 . .**

**Dear**

**We now have our Autumn Collection available for viewing. The first Show for the Trade will be held on Friday, 28 April at 3.00 pm in our Hunter Street Showroom.**

**If you are interested in attending would you please complete the**

***attached card and return it as soon as possible.***

***We look forward to showing you our Collection as we believe we have the most exciting and marketable designs you are likely to see this year!***

***Your sincerely***  
***FASHION EXPLOSION***

***Jenni Day***  
***Marketing Division***

***Enc***

End of text.

## **Exercise 2**

Open a document called: LETTER.006

Prepare one 'conditional' matrix letter for the following:

VERSION 1

***Dear***

***Thank you for taking part in our recent 'Spot the Winner' competition.***

***I am pleased to inform you that you have won first prize in the competition which is a skiing holiday for two in Austria.***

***Further details of your prize will be sent to you shortly.***

***Yours sincerely***

***J BLACK***  
***PROMOTIONS***



VERSION 2

*Dear*

*Thank you for taking part in our recent 'Spot the Winner' competition.*

*I am pleased to inform you that you have won a prize in the competition.*

*Further details of your prize will be sent to you shortly.*

*Yours sincerely*

**J BLACK  
PROMOTIONS**

End of text.

Letter Version 1 is for:

**Mrs K O'Connor  
14 Victoria Road  
LEEDS  
L6 9PY**

Letter Version 2 is for:

**Ms P Lake  
12 Bath Road  
BRISTOL  
BS6 9TT**

**Mr J Whittle  
42 Mann Street**

**OKEHAMPTON**

**EX19 4JL**

**Mrs K June**

**196 Frimley Drive**

**GLASGOW**

**GL20 0TK**

**Miss J Foster**

**12 Armstrong Road**

**JESMOND**

**NE10 4YP**

When you have created your 'matrix' letter you will then need your opening file for the name, address and salutation line. You will also need a file for the first prize winner and a file for the other prize winners.

# Section 14

In this section you will learn how to check your spelling using Correct Star or Spell Star.

Correct Star and Spell Star are the spelling check programs which you are able to run in order to check your text for spelling or typographical errors. You will have one or the other of these programs depending on your computer's operating system.

**Note:** As with the Mail Merge program, unless you have the spelling check program with your package you will not be able to run the program.

If you are using a double disk drive, you will have to do a bit of disk swapping as you will be using three disks here:

- Word Star/Correct Star Program disk
- Correct Star Dictionary disk
- Your work disk

## 14.1 Input text

From Opening Menu, open a new document called: SPELLING

Please input the following exercise including the three spelling errors and one typographical error. Having these errors in your text will enable you to see how the spelling check program works.

## SPELLING

*There are certain words which are commonly mis-spelt such as, accommodation, inconvenience, committee and unnecessary.*

*However, there are other words such as: seperate, bussiness and correspondance which also top the list of the most commonly mis-spelt words.*

*This is where spelling checkers can help you out by not only spotting your spelling errors but also by highlighting typographical errors where characters have become transposed in such words as: coyp instead of copy.*

*Many of the spelling check programs which are available are based on the American dictionary which means that the spelling check program will query the spelling of such words as: theatre,*

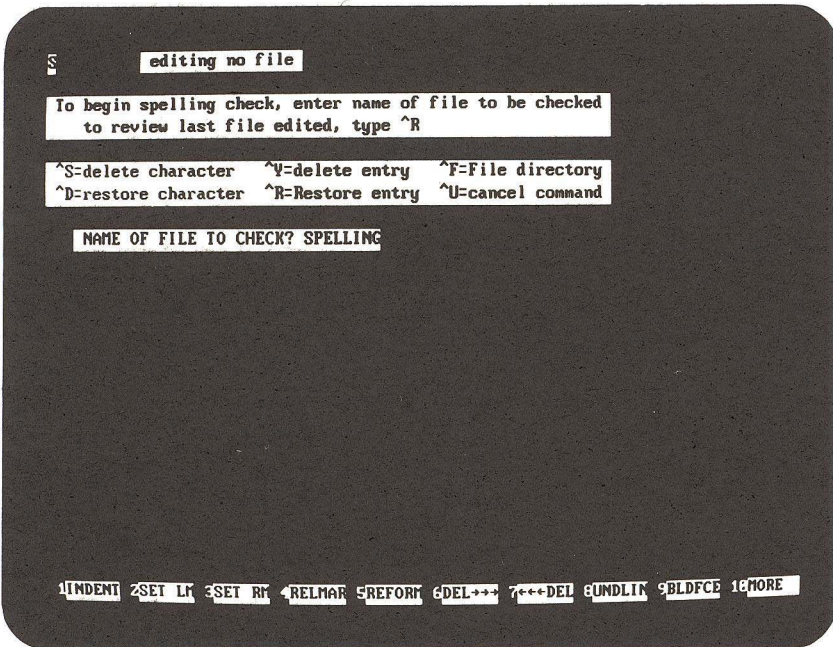


Photo 29 shows the screen in Opening Menu after 'S' has been selected in order to run the spelling check program.

*centre, colour and neighbour. All you have to do is add these English spellings to the dictionary.*

End of text. Save this exercise.

## 14.2 Running your spelling check program

When you have been returned to the Opening Menu look at the options and note that 'S' will run the spelling check program.

▶ TYPE: **S**

In answer to the screen question: 'NAME OF FILE TO CHECK?' (See photo 29 on page 136.)

▶ TYPE: **SPELLING**

▶ PRESS: **RETURN**

You will then see the Introductory Screen

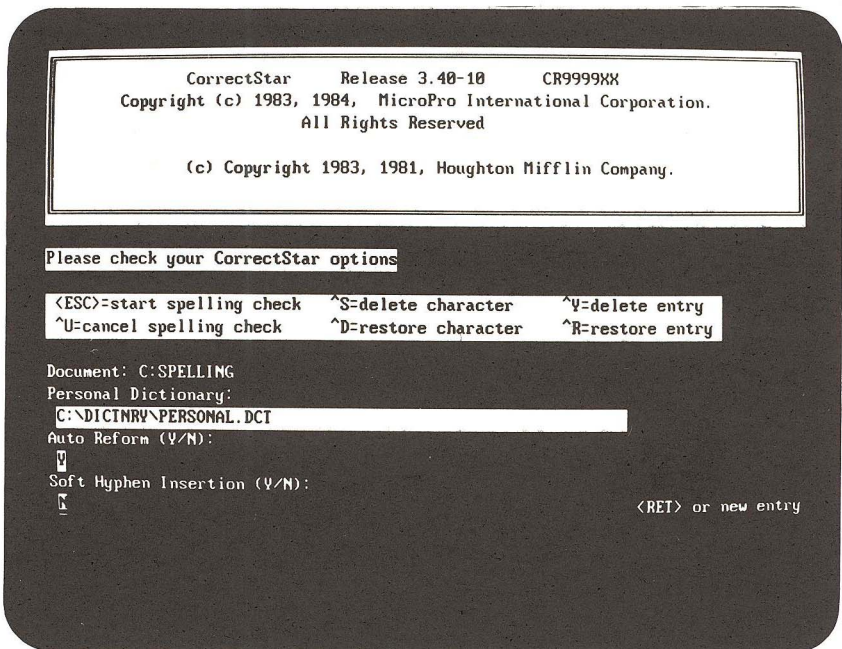


Photo 30 shows the Introductory Screen

Unless you want to change the logged disk drive:

▶ PRESS: **RETURN**

On screen you will see the question: 'AUTO REFORM (Y/N)'

This means: do you want all the corrections you make put into the text and the right hand margin automatically reformatted? Usually you would want this – obviously you would not want this if you wanted a ragged right hand margin. So:

▶ Type: **Y**

▶ PRESS: **RETURN**

The next screen question relates to the hyphen: 'SOFT-HYPHEN INSERTION (Y/N)'

This means: do you want the soft hyphens displayed on your screen? Soft hyphens appear only on your screen – they are not printed unless they divide a word at the end of a line. You would not normally want the soft hyphen insertion shown. So:

▶ TYPE: **N**

▶ PRESS: **RETURN**

**Note:** You can bypass the above two questions and Word Star will use the default, which happens to be the options you have used anyway. To do this: after the 'NAME OF FILE TO CHECK?' and your response: 'SPELLING', PRESS: **ESCAPE** and you will move directly to the spelling checker.

On screen you will see the message 'WAIT'

'NOW STARTING SPELLING CHECK . . .' should appear. Depending on your system, Word Star may now prompt you to change disks. When you have done this, PRESS: **ESCAPE** .

Word Star will then begin checking your work for errors. When an error is found the screen message will read: 'SUSPECT WORD: seperate' and the word will be highlighted in your text. You must wait whilst Word

Star checks its dictionary for a suitable replacement. On screen will appear: 'SUGGESTION: separate'

You will then be given choices:

PRESS: **RETURN** to correct as suggested  
PRESS: **C** to correct as suggested  
PRESS: **N** to see the next suggestion  
PRESS: **P** to see the previous suggestion  
PRESS: **G** for global replacement  
PRESS: **E** to type in the correction yourself  
PRESS: **A** to add the word to the dictionary  
PRESS: **B** to bypass the word this time  
PRESS: **I** to ignore the word throughout the text

## 14.3 To exit from spelling check

PRESS: **ESCAPE** and you will be returned to the Main Menu. However, you have not as yet saved the corrected version of the text. These are the options open to you:

PRESS: **CTRL** + **K** then **CTRL** + **D** to save your corrected text  
PRESS: **CTRL** + **K** then **CTRL** + **S** to save your corrected text and return to the Main Menu  
PRESS: **CTRL** + **Q** then **CTRL** + **L** to resume the spelling check  
PRESS: **CTRL** + **K** then **CTRL** + **Q** to abandon the file unchanged and return to the Opening Menu  
PRESS: **CTRL** + **K** then **CTRL** + **X** to save your corrected text and exit from Word Star.

## 14.4 Interruptions to spelling check

If you are working on a lengthy document and you are interrupted in the middle of your spelling check program – perhaps to answer a phone call – PRESS: **CTRL** + **U** and then PRESS: **ESCAPE** . When you want to continue: PRESS: **CTRL** + **L**

You will then be returned to the spelling check at the point you left it.

Alternatively, PRESS: **CTRL** + **Q** then **CTRL** + **L** and the spelling check program will run again from the beginning.

## 14.5 Consolidation

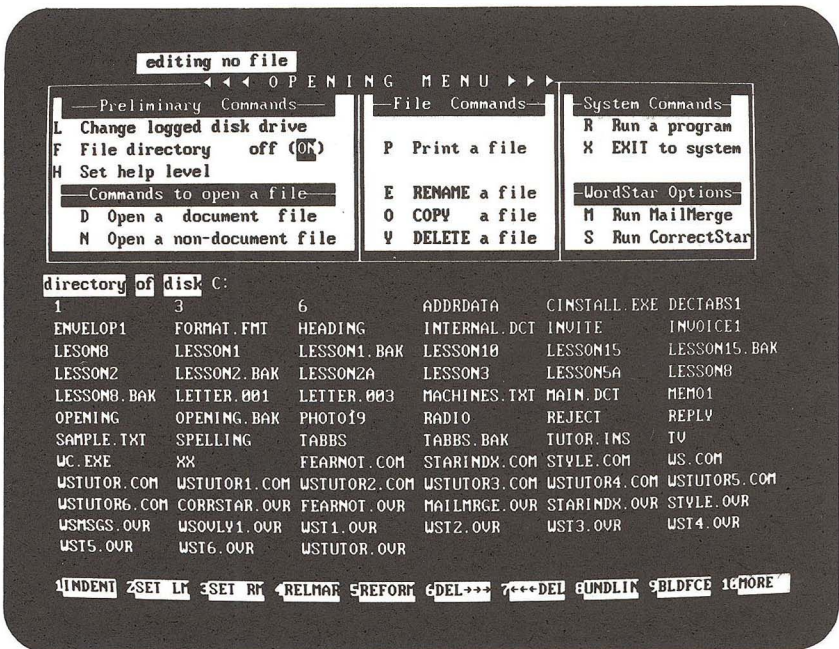
Look at your index of files shown at Opening Menu. Retrieve one of these and run the spelling check program on it.



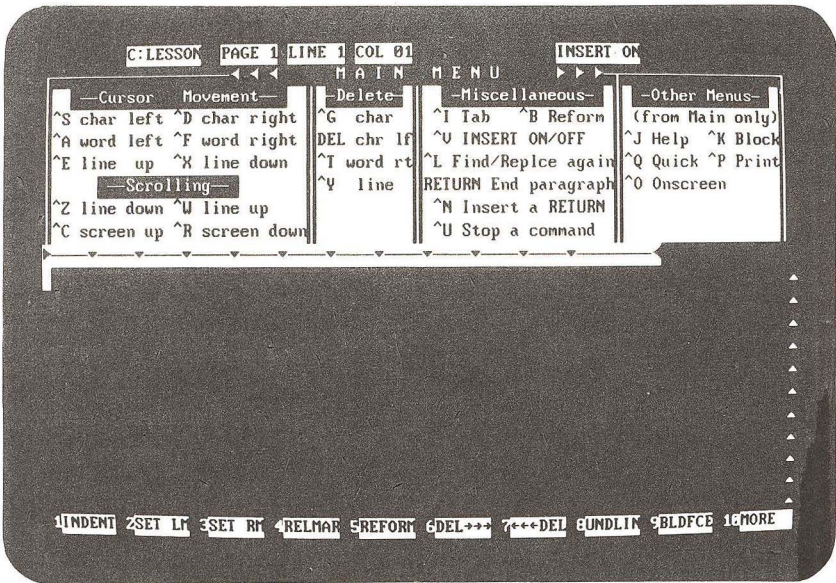
# Appendix 1

## Menus

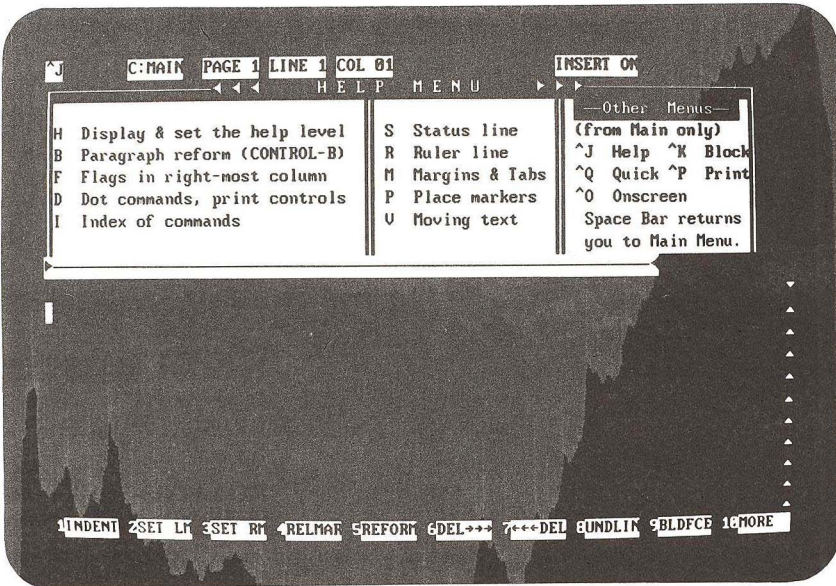
The Opening Menu or No File Menu is your starting and ending point. You *always* start up in Opening Menu where you select **D** to open a document or retrieve a document. You *always* end your word processing in Opening Menu where you select **X** to exit from the system. In Opening Menu the directory of files saved is displayed on your screen.



Screen photo of opening menu



Screen photo of main menu



Screen photo of help menu

When in Main Menu you can input and edit text. From Main Menu you can move into Help, Quick, Block, Print and Onscreen Menus.

The Help Menu gives you extra assistance with Word Star. At Main Menu:

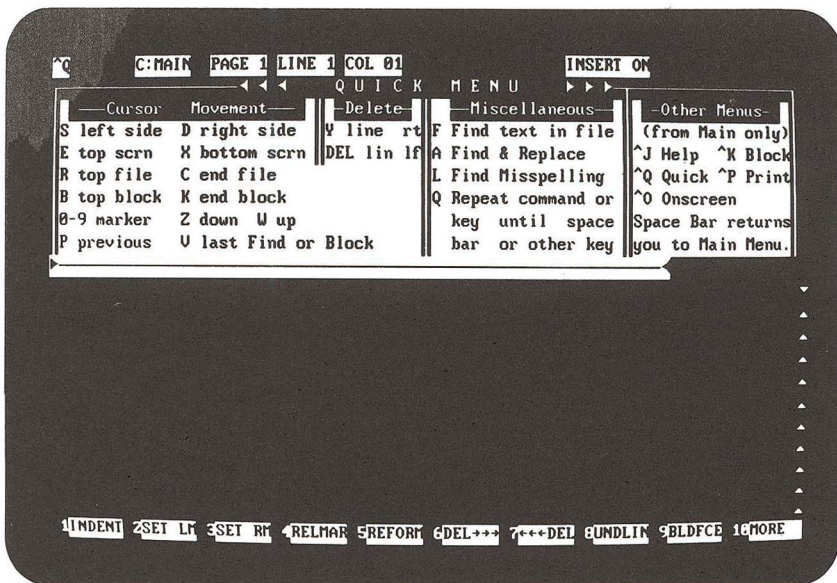
▶ PRESS: **CTRL** + **J** and the Help Menu will appear.

By pressing any of the letters displayed on the screen more screens of information will be given on the topic. For example, by PRESSING: **D** information will appear on your screen concerning dot commands. The Help Menu is like a short version of your manual.

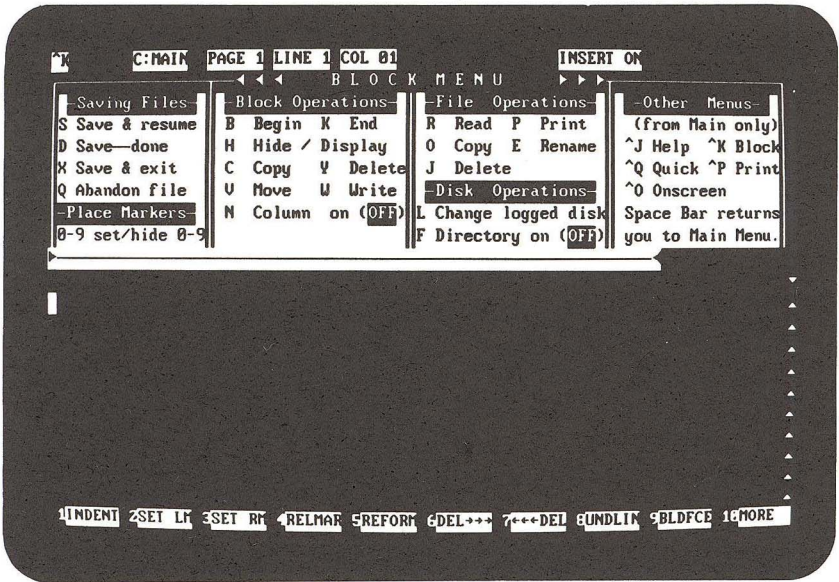
To exit from the Help Menu PRESS: space bar and you are returned to the Main Menu.

At Main Menu:

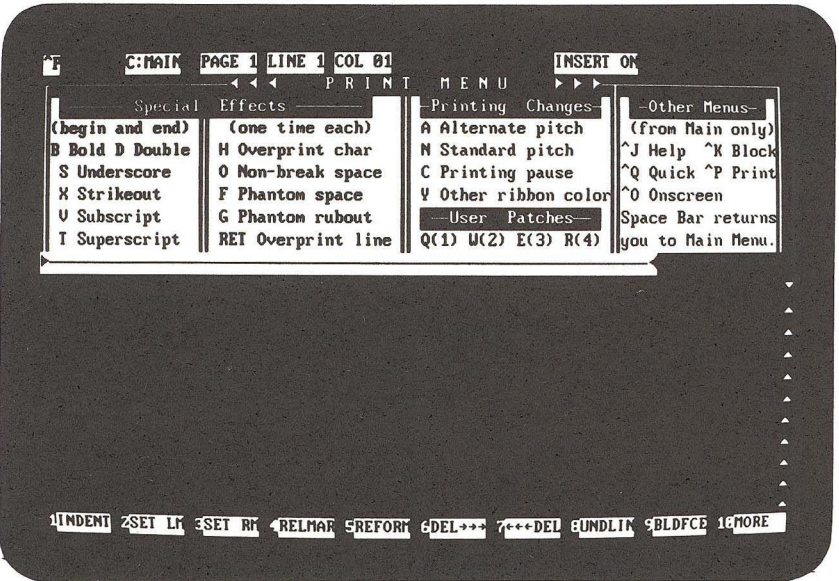
▶ PRESS: **CTRL** + **Q** and the Quick Menu will appear.



Screen photo of quick menu



Screen photo of block menu



Screen photo of print menu

The Quick Menu gives you a summary of command keys. To exit from the Quick Menu, PRESS: space bar and you are returned to the Main Menu.

At Main Menu:

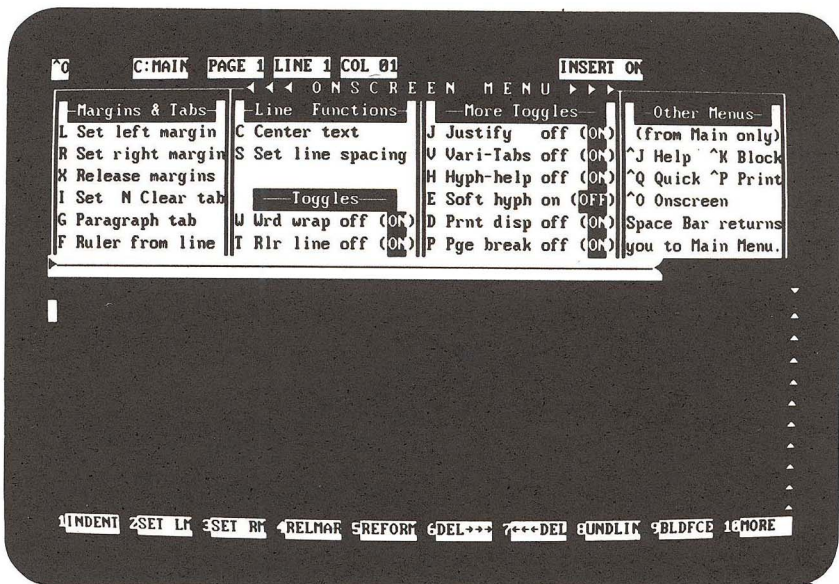
► PRESS: **CTRL** + **K** and the Block Menu will appear.

The Block Menu gives you a summary of the commands to operate block manoeuvres. Exit from the Block Menu by PRESSING: space bar.

At Main Menu:

► PRESS: **CTRL** + **P** and the Print Menu will appear

The Print Menu gives a guide to special printing effects, e.g. under-score, superscript, etc., as well as a guide to printing. To exit from the Print Menu, PRESS: space bar.



Screen photo of onscreen menu

At Main Menu:

▶ PRESS **CTRL** + **O** and the Onscreen Menu will appear.

The Onscreen Menu gives a guide to setting tabs, margins, line spacing, etc. To exit from the Onscreen Menu, PRESS: space bar and your screen will return to Main Menu.

# Appendix 2

## Glossary of commands

### Start up

Switch on; insert disks; at A>:

- ▶ TYPE: **WS**
- ▶ PRESS: **RETURN**

### Close down

From Opening Menu:

- ▶ TYPE: **X**
- ▶ Remove disks; switch off

### Input

Typing is input at Main Menu.

### Cursor control

- CTRL** + **A** = left one word
- CTRL** + **D** = right one character
- CTRL** + **E** = up one line
- CTRL** + **F** = right one word
- CTRL** + **S** = left one character
- CTRL** + **X** = down one line

- CTRL** + **Q** then **CTRL** + **E** = top of screen
- CTRL** + **Q** then **CTRL** + **X** = bottom of screen
- CTRL** + **Q** then **CTRL** + **D** = end of line

**CTRL** + **Q** then **CTRL** + **S** = beginning of line  
**CTRL** + **Q** then **CTRL** + **R** = top of text  
**CTRL** + **Q** then **CTRL** + **C** = bottom of text

### Scrolling

**CTRL** + **W** = up a line  
**CTRL** + **Z** = down a line  
**CTRL** + **Q** then **CTRL** + **W** = scroll up continuously  
**CTRL** + **Q** then **CTRL** + **Z** = scroll down continuously

### Deletion

**CTRL** + **G** = delete character  
**DEL** = delete character to left of cursor  
**CTRL** + **T** = delete word at cursor  
**CTRL** + **Q** then **CTRL** + **Y** = delete from cursor to end of line  
**CTRL** + **Y** = delete line

### Insertion

**CTRL** + **V** = insert off/on  
**CTRL** + **N** = line space  
**RETURN** = line space

### Block commands

**CTRL** + **K** then **CTRL** + **B** = set marker at beginning of block  
**CTRL** + **K** then **CTRL** + **K** = set marker at end of block  
**CTRL** + **K** then **CTRL** + **V** = move block  
**CTRL** + **K** then **CTRL** + **Y** = delete block  
**CTRL** + **K** then **CTRL** + **C** = copy block  
**CTRL** + **K** then **CTRL** + **H** = delete block markers

### Editing

**CTRL** + **O** then **CTRL** + **C** = centre  
**CTRL** + **O** then **CTRL** + **L** = set left margin  
**CTRL** + **O** then **CTRL** + **R** = set right margin  
**CTRL** + **O** then **CTRL** + **S** = alter line spacing, options from 1-9



**CTRL** + **O** then **CTRL** + **J** = switch on/off justification  
**CTRL** + **B** = reformat paragraph  
**CTRL** + **P** then **CTRL** + **S** = underscore (set at start and end of text)  
**CTRL** + **P** then **CTRL** + **B** = embolden (set at start and end of text)

### Dot commands

TYPE: **.OP** = omit page numbering  
TYPE: **.PL** = page length, input number, press return  
TYPE: **.MT** = top margin  
TYPE: **.MB** = bottom margin  
TYPE: **.HE** = header  
TYPE: **.HM** = header margin  
TYPE: **.FM** = footer margin  
TYPE: **.FO** = footer  
TYPE: **.CP** = conditional page  
TYPE: **.PN** = conditional page  
TYPE: **..** = do not print the following comment  
TYPE: **.JG** = do not print the following comment

### Tabulation and columns

**CTRL** + **O** then **CTRL** + **I** = set tab  
**CTRL** + **O** then **CTRL** + **N** = clear tab  
**CTRL** + **I** = move to tab stop  
**CTRL** + **K** then **CTRL** + **N** = used with markers to block a column  
**CTRL** + **O** then **CTRL** + **I** followed by **n** = set decimal tab

### Housekeeping

TYPE: **E** at the Opening Menu to rename a file  
TYPE: **Y** at the Opening Menu to delete a file  
TYPE: **O** at the Opening Menu to copy a file

### Standard paragraphs/glossaries

**CTRL** + **K** then **CTRL** + **W** = 'write' a file  
**CTRL** + **K** then **CTRL** + **R** = 'read' a file

## Find and Replace

**CTRL** + **Q** then **CTRL** + **A** = find and replace

**CTRL** + **Q** then **CTRL** + **F** = find

**G** = global search

**N** = automatic replace

**B** = backward search

**W** = whole word search

**U** = search for upper and lower case

**n** = search for 'n' times

**CTRL** + **L** = move to next occurrence of word

## Special characters

**CTRL** + **P** then **CTRL** + **T** = superscript

**CTRL** + **P** then **CTRL** + **V** = subscript

## Mail Merge dot commands

TYPE: **.AV** = ask for variable

TYPE: **.CS** = clear screen ready for more information

TYPE: **.DF** = data file

TYPE: **.FI** = insert file

TYPE: **.RP** = repeat process

TYPE: **.RV** = read variables

TYPE: **.SV** = set variable

## Saving

**CTRL** + **K** then **CTRL** + **D** = save file

**CTRL** + **K** then **CTRL** + **X** = save and exit

**CTRL** + **K** then **CTRL** + **S** = save file and then return to  
Main Menu

**CTRL** + **K** then **CTRL** + **Q** = abandon file

## Printing

Select **P** at Opening Menu to print

**CTRL** + **U** = stop printing

**CTRL** + **N** = recommence printing

**CTRL** + **Y** = abandon printing

## Spelling check

**RETURN** = correct as suggested

**C** = correct as suggested

**N** = show next suggestion

**P** = show previous suggestion

**G** = global replacement

**E** = type in correction

**A** = add to dictionary

**B** = bypass on this occasion

**I** = ignore throughout text

# Appendix 3

## Text editing symbols

If you are new to text editing, you probably will not be familiar with some of the text editing symbols or correction signs. Below are some of the more common text editing correction signs usually written in by hand by the author of the text:

<b>Sign</b>	<b>Mark in text</b>	<b>Meaning</b>
L/c	<u>Section</u>	= Lower case 's' for 'section'
U/c	<u>word Star</u>	= upper case 'W' for 'Word'
NP	[ or //	= new paragraph
non	→	= do not start a new paragraph
e/h	Insrt	= insert the letter 'e' where shown
trs	Copy	= transpose 'p' and 'y', i.e. 'copy'
stet	a lot of <del>word</del>	= type in the crossed out word/s
#/	Wo <sup>^</sup> rd	= close up this space
h	a lot of	= insert a space
u/s	<u>Word Star</u>	= underscore
u/c	<u>Word Star</u>	= upper case or capitals
	<u>Word Star</u>	= spaced capitals
	↕	= transpose vertically
	→ [	= move, or input, at point shown.
	o7	= delete

# Appendix 4

## Schemes of work

The following are suggested schemes of work for trainers involved with teaching one day courses in Word Star.

### **One day beginners Word Star**

#### **9.00 INTRODUCTION**

Short talk on word processing plus short video if available. Demonstration of start-up procedure. Demonstration of how to input text, simple text editing and cursor movement. Trainees then start up, input or retrieve text and carry out simple text editing. Closing down procedure.

#### **10.15 COFFEE BREAK**

10.30 Recap on start-up procedure. Demonstration of changing margins, centring, saving and printing, dot commands: .OP and .PL, double-line spacing, underscoring, emboldening and block moves. Trainees then input text or retrieve text and carry out the functions taught.

#### **12.30 LUNCH**

1.30 Recap of points learnt. Short discussion on advantages and disadvantages of using a word processor. Introduce and demonstrate 'reading' and 'writing' files and renaming back-up files. Trainees then carry out associated exercises.

#### **3.00 TEA BREAK**

3.15 Demonstration and exercises using the Find and Replace command.

4.00 Time to discuss and evaluate the day – recall points learnt. Exercises for the trainees to input covering all aspects of the day's work, i.e. creating a document, cursor control, changing margins, centring, double-line spacing, moving blocks, under-scoring, boldening, dot commands for omitting page numbering and changing the page length.

5.30 Finish.

### **One day advanced Word Star**

#### **9.00 INTRODUCTION**

Discussion of day's work with particular emphasis on use of Mail Merge in business. Short review of elementary features, if necessary. Trainees commence with creating a standard form (invoice), infilling using decimal tab key. Pagination – use of headers and footers.

#### **10.15 COFFEE BREAK**

10.45 Pagination exercises. Mail Merge dot commands. Creating Mail Merge standard letter, infilling with variables, merging a letter file with a data file.

#### **12.30 LUNCH**

1.30 Recap on morning's work. Mail Merge exercises. Conditional Mail Merge. Addressing envelopes using data file.

#### **3.00 TEA BREAK**

3.15 Use of spelling check program. Exercises for the student to input, or retrieve, covering the day's work: use of decimal tabs, pagination, Mail Merge, addressing envelopes from a data file and spelling check program.

5.15 Students exit from system. Time to discuss and evaluate the day – recall points learnt.

5.30 Finish.

# Index

	<b>Page</b>
Abandon file	11, 14
Ask for variable (.AV)	112
.BAK files	68
Block commands	52
Bottom margin (.MB)	100
Centring	29, 34
Clear screen (.CS)	127
Closing down	12, 40, 51, 147
Columns	54
Conditional page break (.CP)	101
Copying	23
<b>CTRL</b> (control) key	6
Cursor	6
Cursor control	6, 7, 13, 46, 51, 147
Data file (.DF)	122
Decimal tabs	61–4
<b>DEL</b> (delete) key	6
Deleting:	8, 13, 51, 148
character	8
word	9
end of line	9
entire line	9
block	9, 22
column	60
	155

Dot commands	52, 99–102, 149
.OP	29, 100
.PL	50, 99
.HM	100
.FM	100
.MT	100
.MB	100
.PA	100
.CP	101
.PN	100
.HE	101
.FO	101
.IG	101
..	101
Double-line spacing	37
Editing:	8, 17, 24, 31, 46, 52, 148
overwrite	9
Insert Mode	10, 14
symbols	152
Emboldening	34
Envelope addressing	125–6
Exiting	12, 14, 40
Fields	111
File insert (.FI)	127
Find and Replace	86–94, 97, 150
Footer (.FO)	101
Footer margin (.FM)	100
Forms	60
Header margin (.HM)	100
Header (.HE)	101
Ignore (.IG) or ( . . )	101
Indenting	36
Insert Mode	10, 14
Justification	43, 64–5
Logged disk drive	3, 13



Mail Merge	111
Mail Merge dot commands	127–34, 150
.AV	112
.CS	127
.DF	121
.FI	127
.RP	118
.SV	127
Margins	20–1
Menus	141–6
Opening Menu	2, 141, 23
Main Menu	5, 143
guide to menus	141
Moving:	
marked columns	58
marked text	21
Omit page numbering (.OP)	29, 100
Page break (.PA)	100
Page length (.PL)	50, 99
Page number (.PN)	100
Pagination	102
Paragraphs	
indenting	36
linking	27
moving	21
reformatting	11
splitting	14, 52
Printing	18, 53, 150
Read variables (.RV)	121
Reading	79–80, 83–4
Reformatting	11, 14
Renaming a file	68–9, 97
Repeat process (.RP)	118
Retrieving	19, 37
Return	2
Ruler	5
Saving	17, 52, 150

Save and Exit	25
Save and Continue	45
Save and Print	28-9, 37
Saving text	17
Scrolling	8, 13, 51, 148
Set variable (.SV)	127
Spelling Check	137-40, 151
Start up	1, 12, 40, 50, 147
Status line	5
Standard invoice form	71-5
Standard letters	82-3, 111-5, 118
Standard memo form	66-8
Standard paragraphs	76-81, 97, 149
Standard sentences	76
Subscript	95-7, 150
Superscript	95-7, 98, 150
Tabulation	54-8, 97, 149
Top margin (.MT)	100
Underscore	27, 30
Unjustified text	43-4
Variables	111, 115
Wraparound	6
WS	2



This book is an easy to follow, practical, word processing course teaching the most useful features of Wordstar and Wordstar Professional. It is ideal for school, college, business and home users and covers most word processing examination syllabuses.

Step by step instructions and exercises lead the beginner from the Elementary Section covering the start-up procedure, text editing, centring, emboldening, underscoring, saving and printing text and on to the Intermediate and Advanced Sections which include exercises in disk management, dot commands, standard paragraphs, find and replace, subscript, superscript, pagination, headers, footers, Correct Star and running the Mail Merge program.

*'The quality of the text (in 15 Hour Word Processing) is excellent ... I would have been completely lost without it!'*

**Association of Young Computer Enthusiasts: Ayce News.**

*'15 Hour Word Processing ... explains each stage clearly from the start-up procedure ... without assuming any previous knowledge ... excellent value.'*

**Computers in Education magazine.**

**Other books in this series, by Anna Ruthven, include:**

15 Hour Word Processing Using the BBC Micro with View

15 Hour Word Processing Using the BBC Micro with Wordwise and Wordwise Plus

15 Hour Word Processing Using the Amstrad Word Processor

Word Processing Practical Exercises

**Price £4.95**

**ISBN 0 86082 758 5**